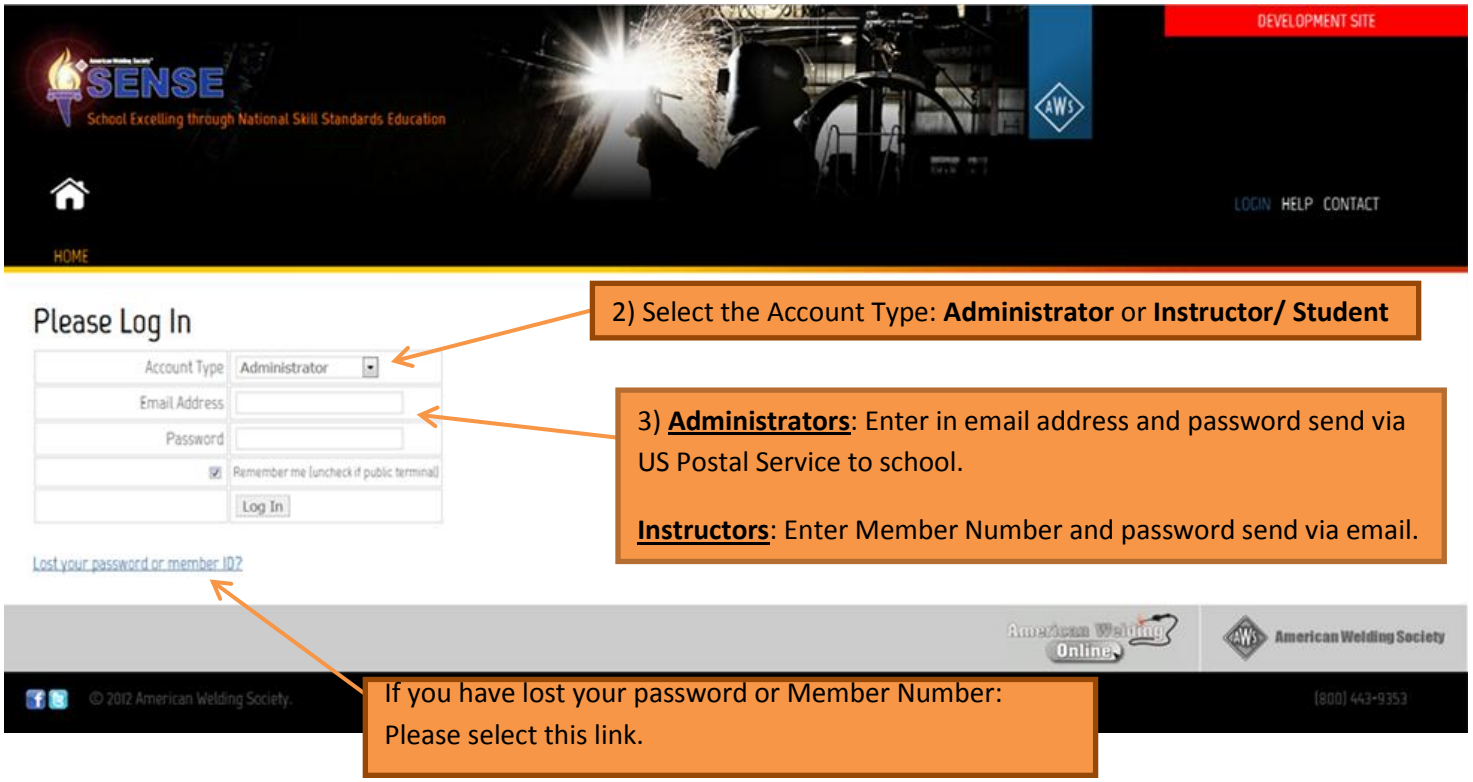
Table of Contents

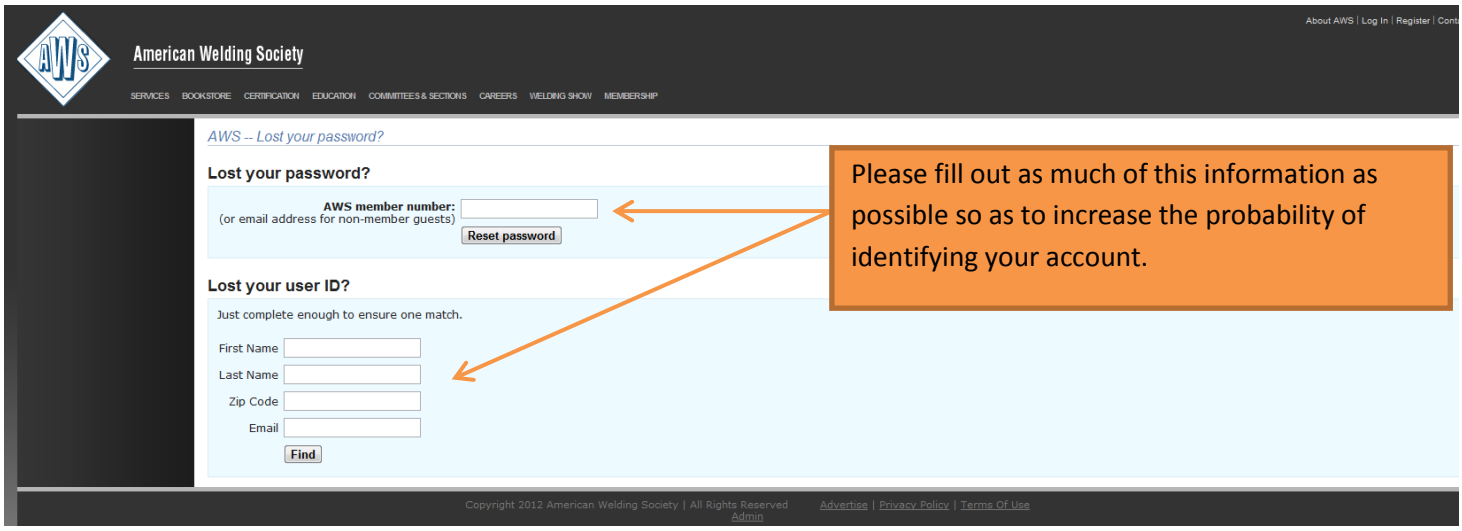
How do I log into the SENSE Online system?..... Pg. 2
SENSE Online System Legend – Administrators Home Screen..... Pg. 3
How do I add an instructor?..... Pg. 4
How do I add a Student?..... Pg. 7
How do I view a student's information? ..... Pg. 9
How do I edit a student's information?..... Pg. 10
How do I add run a report? ..... Pg. 12
How do I download SENSE documents?..... Pg. 14
SENSE Online System Legend – Instructor Home Screen..... Pg. 16
How do I create a new class? ..... Pg. 17
How do I Archive a Class? ..... Pg. 19
How do I Add/ Edit Student Scores? ..... Pg. 20
How do I Add/ Edit Workmanship Samples?..... Pg. 22
How do I Editing Existing Module Scores or Workmanship Samples? ..... Pg. 24
How do I Activate a Module Exam? ..... Pg. 26
How do I Graduate a Student?..... Pg. 29

How do I log into the SENSE Online system?

1) Open your internet browser and type in http://sense.aws.org in the address bar.

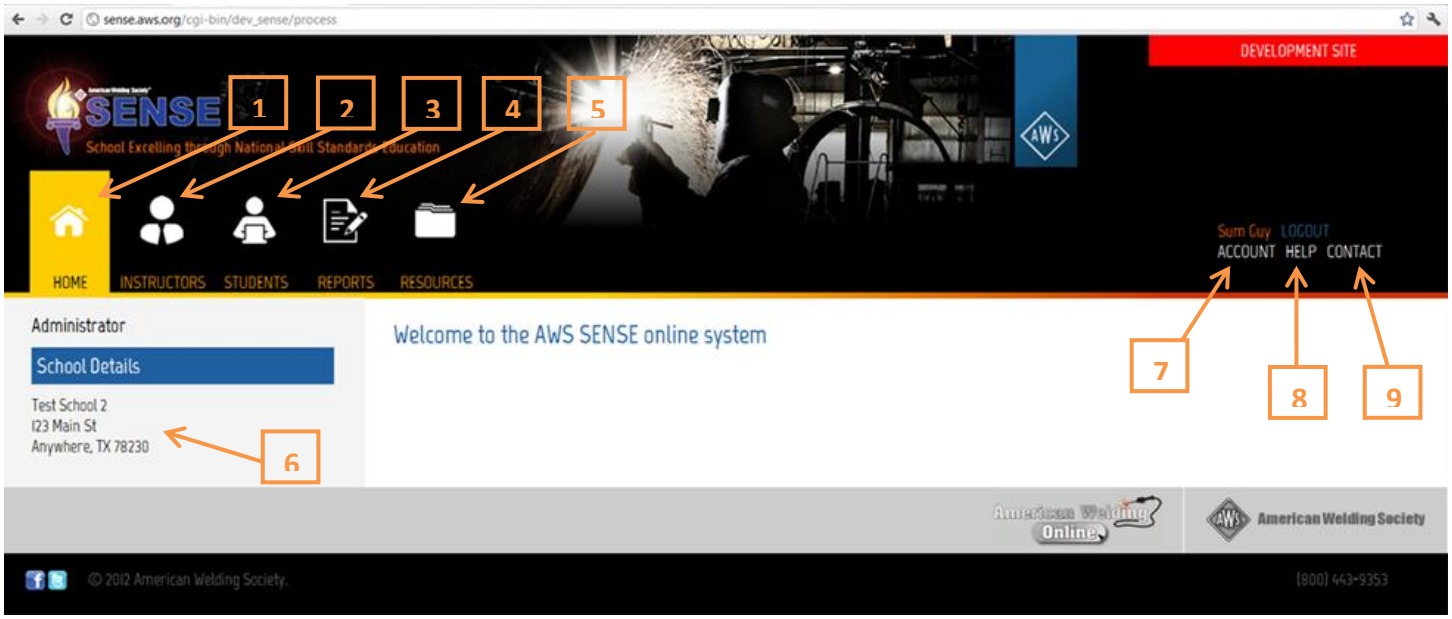

DEVELOPMENT SITE
SENSE
School Excelling through National Skill Standards Education
LOGIN HELP CONTACT
HOME
Please Log In
Account Type
Administrator
Email Address
Password
Remember me (uncheck if public terminal)
Log In
Lost your password or member ID?
2) Select the Account Type: Administrator or Instructor/ Student
3) Administrators: Enter in email address and password send via US Postal Service to school.
Instructors: Enter Member Number and password send via email.
If you have lost your password or Member Number: Please select this link.
American Welding Online
American Welding Society
© 2012 American Welding Society.
(800) 443-9353

Selecting the lost password/ member ID link will bring up this page:


American Welding Society
SERVICES BOOKSTORE CERTIFICATION EDUCATION COMMITTEES & SECTIONS CAREERS WELDING SHOW MEMBERSHIP
AWS -- Lost your password?
Lost your password?
AWS member number:
(or email address for non-member guests)
Reset password
Lost your user ID?
Just complete enough to ensure one match.
First Name
Last Name
Zip Code
Email
Find
Please fill out as much of this information as possible so as to increase the probability of identifying your account.
Copyright 2012 American Welding Society | All Rights Reserved
Advertise | Privacy Policy | Terms Of Use
Admin

If you are still unable to find your account information, please contact Nichole Bradley at 1-800-443-9353 Ext. 219 or at nbradley@aws.org.

SENSE Online System Legend – Administrators Home Screen



1) **Home Tab** – Selecting the home tab will always return the user back to the home screen.

2) **Instructors Tab** – The instructors tab allows the administrator to add, remove, and edit instructors for the school. The instructor tab also offers an overview of the number of classes, students, and graduates per instructor.

3) **Students Tab** – The students tab allows the administrator to add, remove, edit, or transfer students. The students tab also provides an overview of all the students in a given school along with their class ID.

4) **Reports Tab** – The reports tab allows the administrator to run a variety of reports. These reports are generated as Excel (.xls) files that can be saved for future reference. These reports are not saved on the SENSE Online System.

5) **Resources Tab** - The resources tab grants administrators access to the SENSE Document Library, the SENSE Accounting System, and the SENSE School Locator.

6) **Account Link** – The account link will open the administrator's account information allowing the administrator to update information.

7) **Help Link** – The help link will open up a series of help documentation, including this users guide.

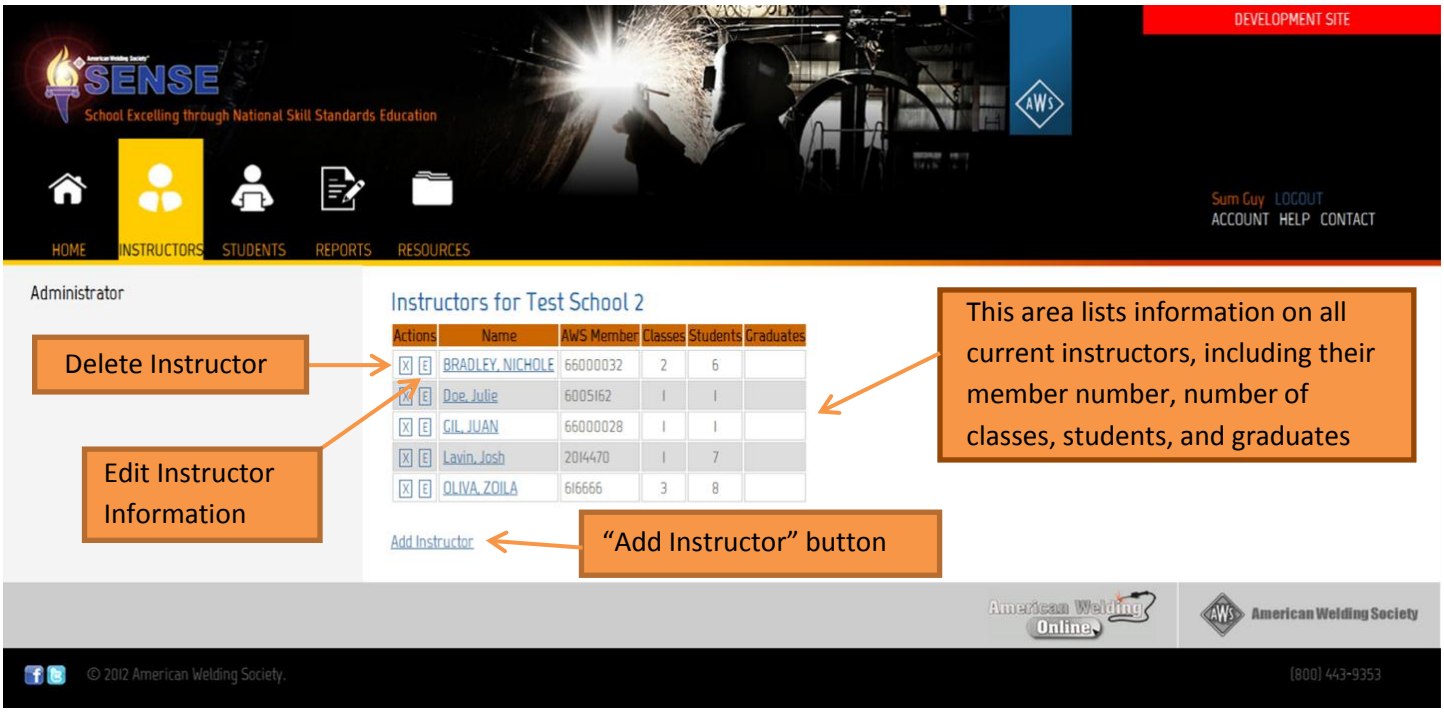
8) **Contact Link** – The contact link will provide administrator's with the contact information for key AWS staff.

9) **School Details Panel** – The school details panel will provide relevant information about the administrator's school.

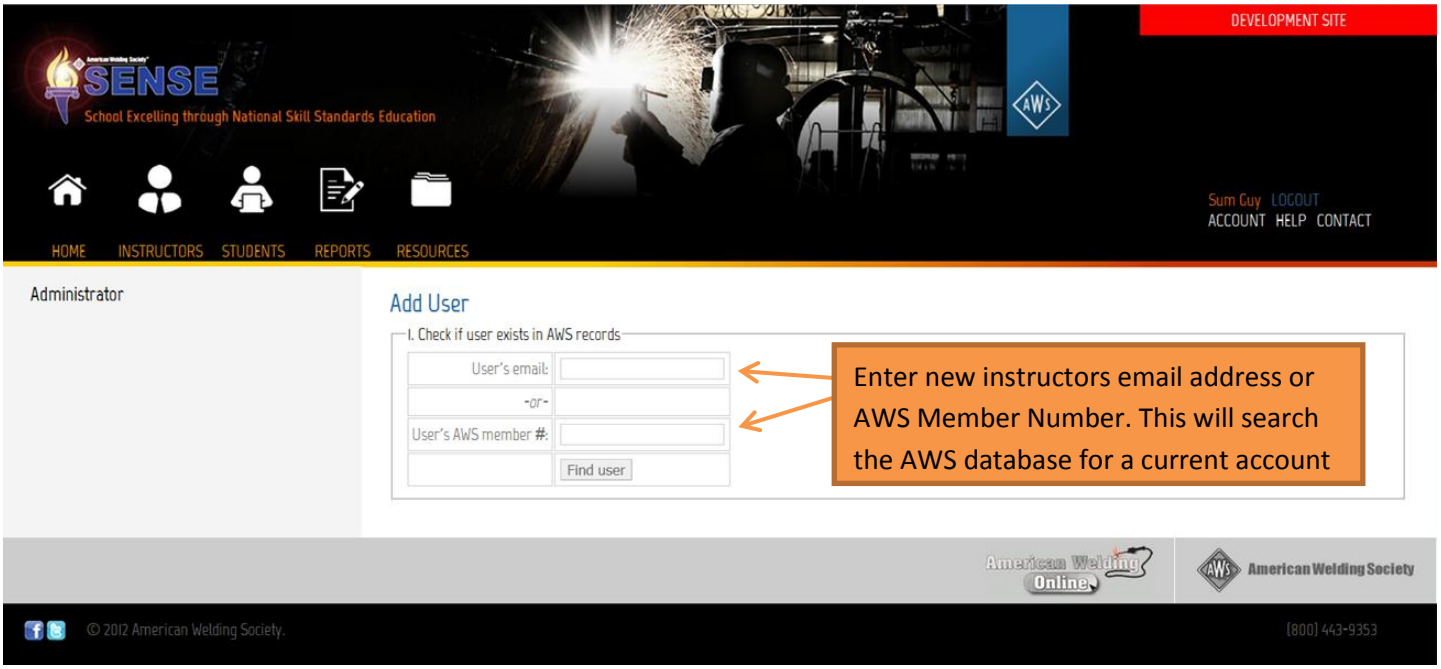
Administrator's Instructors Tab

How do I add an instructor?

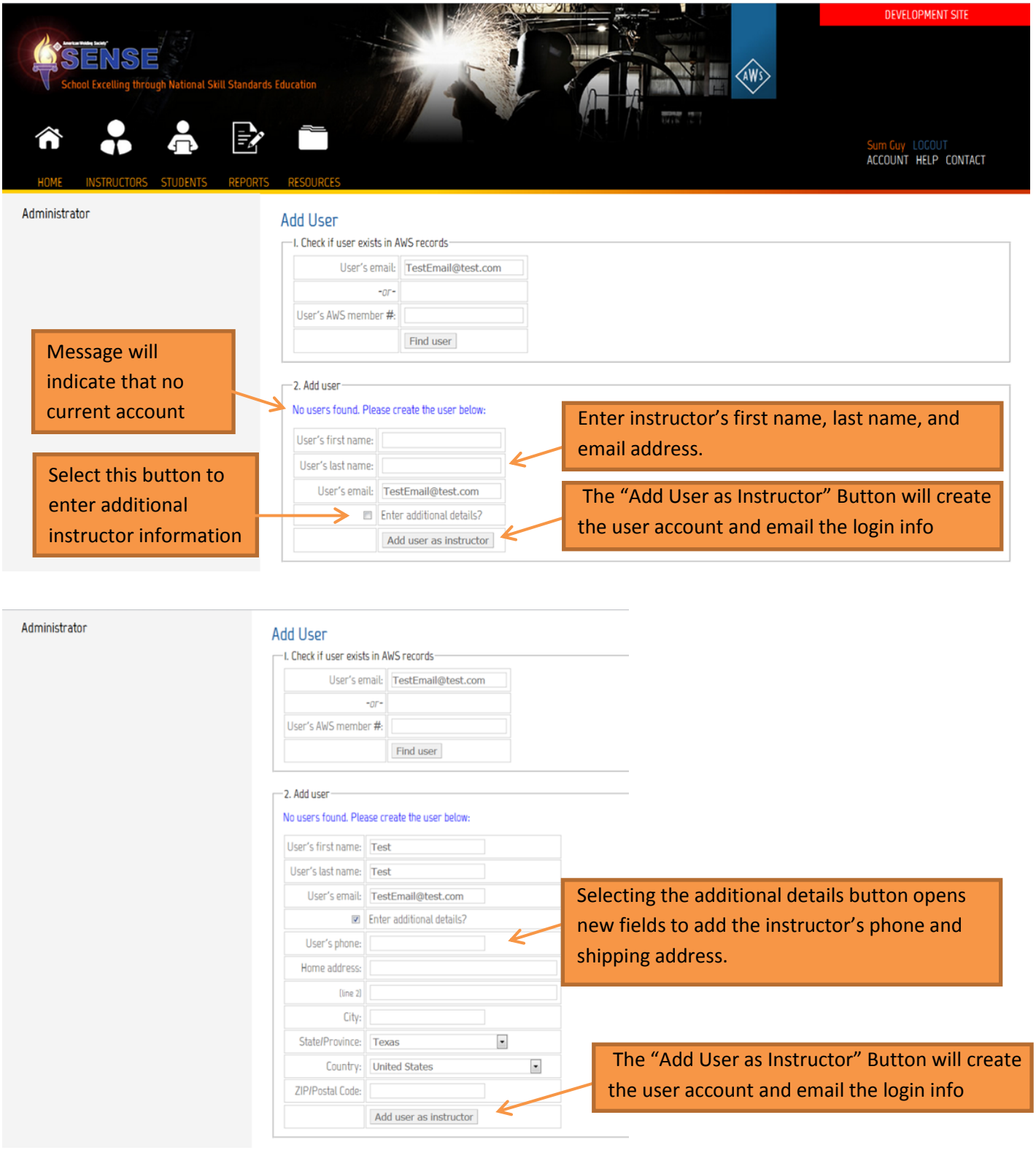
1) Select the Instructors Tab.



2) Select the "Add Instructor" button located under the list of current instructors.
3) Enter the new instructors email address or AWS Member number.

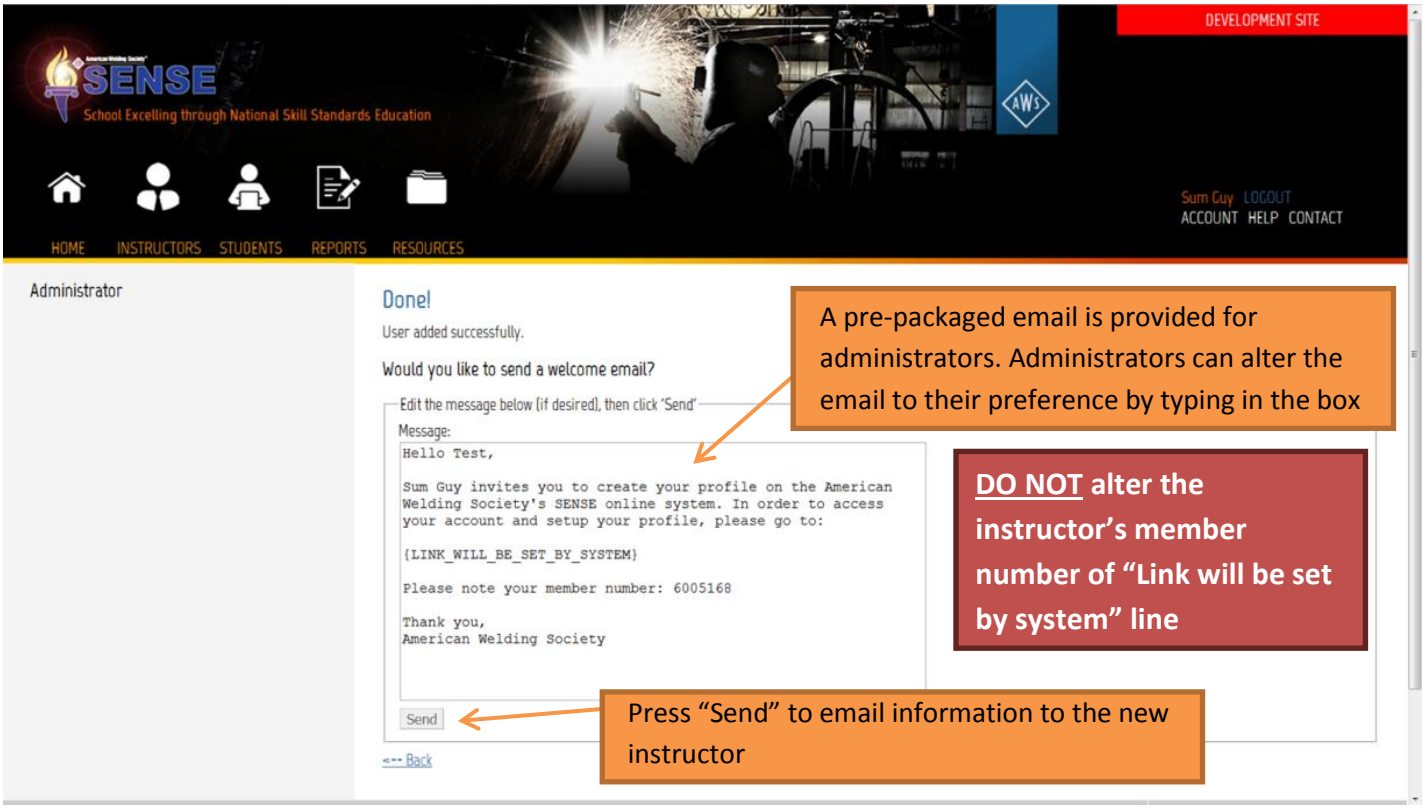


4) If the new instructor does not have a current AWS account, then the system will create an account for them. Please enter the requested information.


DEVELOPMENT SITE
SENSE
School Excelling through National Skill Standards Education
Sum Guy LOGOUT
ACCOUNT HELP CONTACT
HOME INSTRUCTORS STUDENTS REPORTS RESOURCES
Administrator
Add User
1. Check if user exists in AWS records
User's email: TestEmail@test.com
-or-
User's AWS member #:
Find user
2. Add user
No users found. Please create the user below:
User's first name:
User's last name:
User's email: TestEmail@test.com
Enter additional details?
Add user as instructor
Message will indicate that no current account
Select this button to enter additional instructor information
Enter instructor's first name, last name, and email address.
The "Add User as Instructor" Button will create the user account and email the login info
Administrator
Add User
1. Check if user exists in AWS records
User's email: TestEmail@test.com
-or-
User's AWS member #:
Find user
2. Add user
No users found. Please create the user below:
User's first name: Test
User's last name: Test
User's email: TestEmail@test.com
Enter additional details?
User's phone:
Home address:
(line 2)
City:
State/Province: Texas
Country: United States
ZIP/Postal Code:
Add user as instructor
Selecting the additional details button opens new fields to add the instructor's phone and shipping address.
The "Add User as Instructor" Button will create the user account and email the login info

5) Select the "Add User as instructor" button to add the new instructor. The instructor will be sent an email, to the email address provided in the above fields, with their login information.

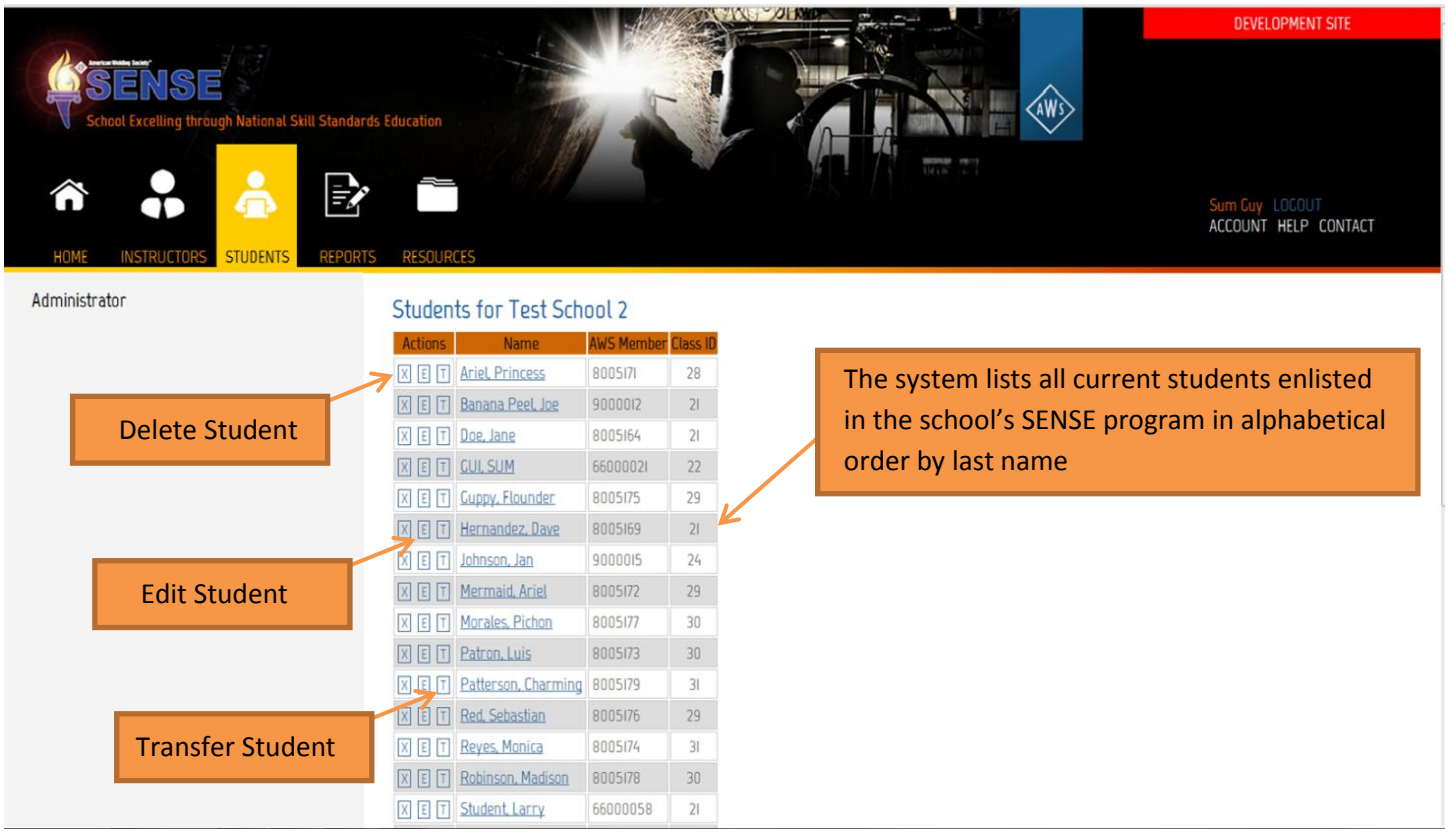
6) Administrators can customize the email that is sent to the instructors after the “Add user as Instructor” button is selected. A pre-packaged email is provided.

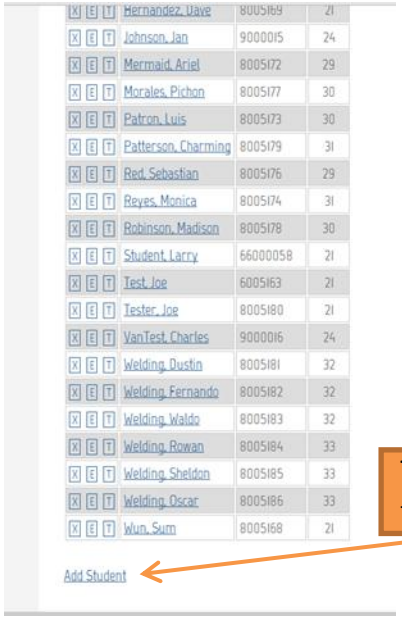

DEVELOPMENT SITE
SENSE
School Excelling through National Skill Standards Education
HOME
INSTRUCTORS
STUDENTS
REPORTS
RESOURCES
Sum Guy LOGOUT
ACCOUNT HELP CONTACT
Administrator
Done!
User added successfully.
Would you like to send a welcome email?
Edit the message below (if desired), then click 'Send'
Message:
Hello Test,
Sum Guy invites you to create your profile on the American Welding Society's SENSE online system. In order to access your account and setup your profile, please go to:
{LINK_WILL_BE_SET_BY_SYSTEM}
Please note your member number: 6005168
Thank you,
American Welding Society
Send
<-- Back
A pre-packaged email is provided for administrators. Administrators can alter the email to their preference by typing in the box
DO NOT alter the instructor’s member number of “Link will be set by system” line
Press “Send” to email information to the new instructor

Administrator's Students Tab

How do I add a Student?

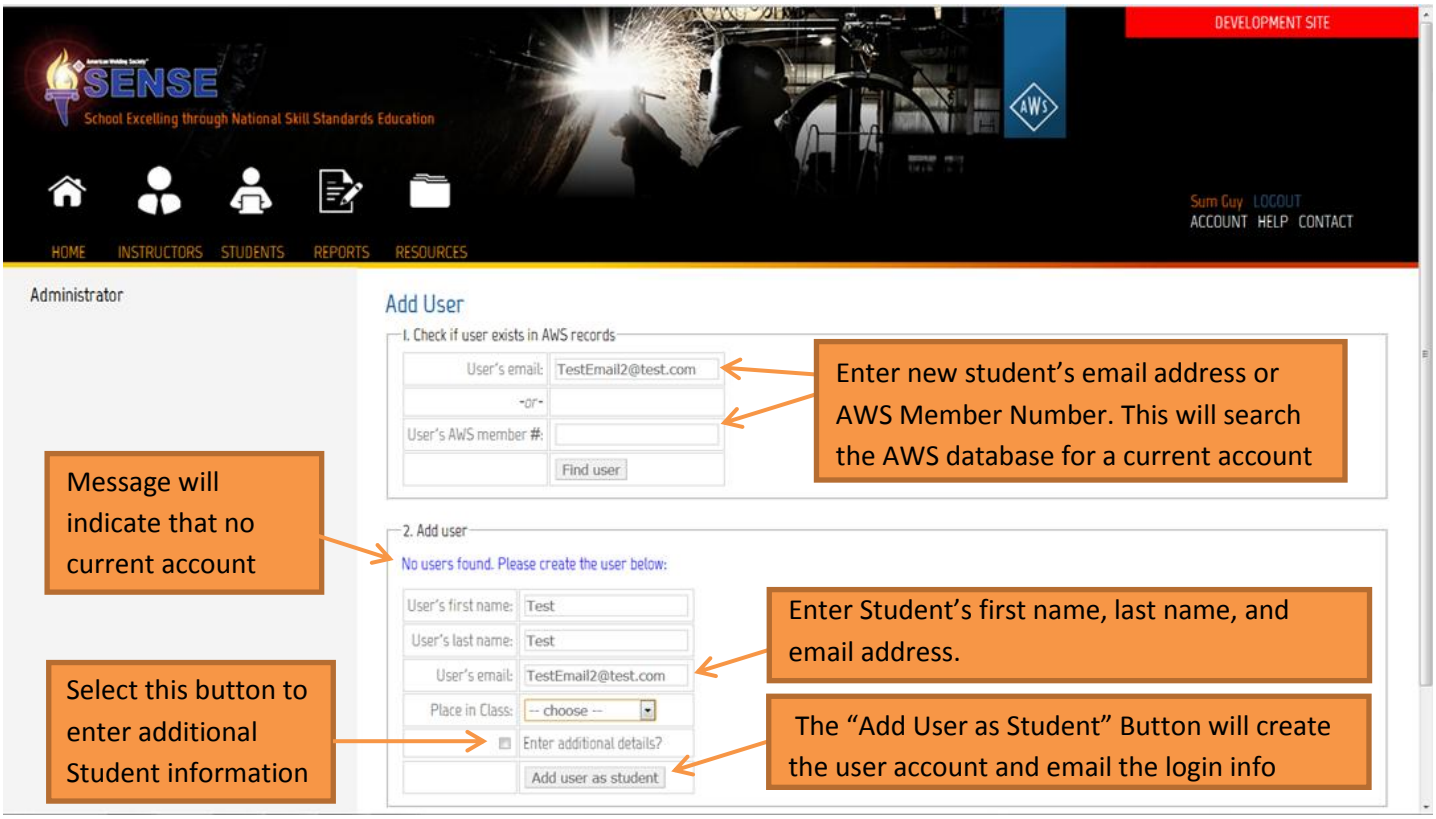
1) Select the Students Tab



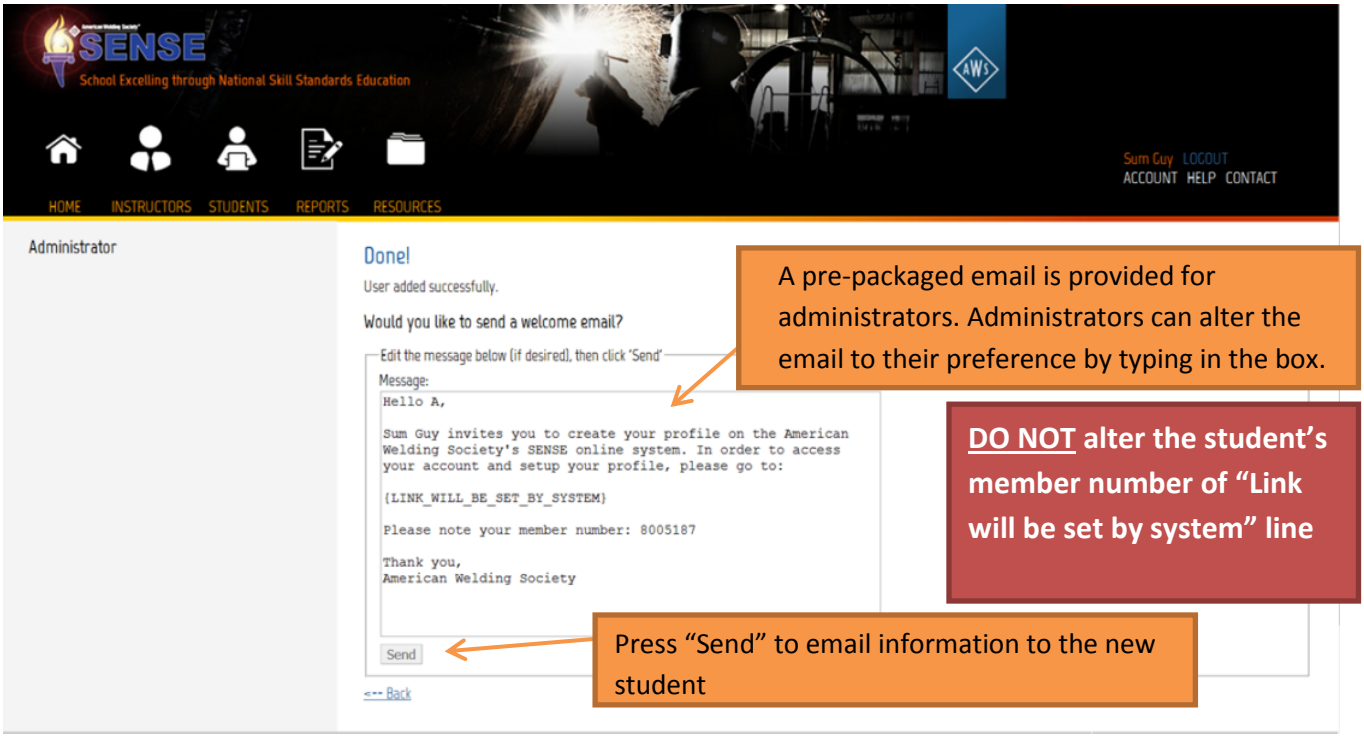

Hernandez, Dave 8005169 21
Johnson, Jan 9000015 24
Mermaid, Ariel 8005172 29
Morales, Pichon 8005177 30
Patron, Luis 8005173 30
Patterson, Charming 8005179 31
Red, Sebastian 8005176 29
Reyes, Monica 8005174 31
Robinson, Madison 8005178 30
Student, Larry 66000058 21
Test, Joe 6005163 21
Tester, Joe 8005180 21
VanTest, Charles 9000016 24
Welding, Dustin 8005181 32
Welding, Fernando 8005182 32
Welding, Waldo 8005183 32
Welding, Rowan 8005184 33
Welding, Sheldon 8005185 33
Welding, Oscar 8005186 33
Wun, Sum 8005168 21
Add Student
The "Add Student" button is located under the list of enrolled students

2) Scroll down the list of enrolled student to the "Add Student Button"

3) Select the "Add Student" Button

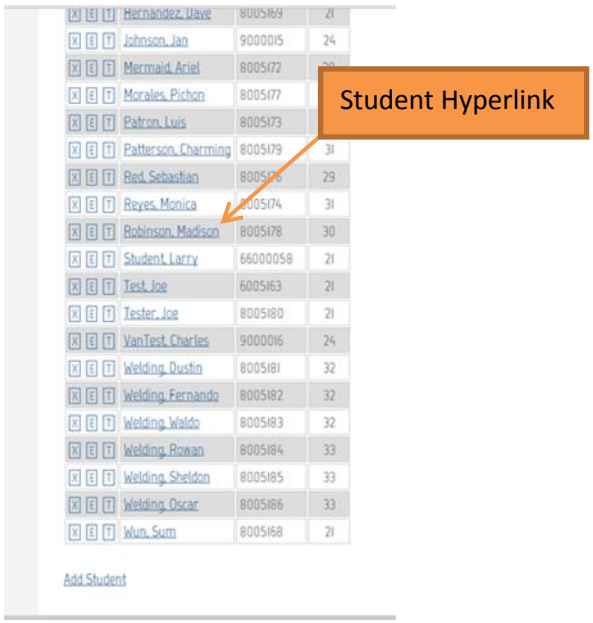

DEVELOPMENT SITE
SENSE
School Excelling through National Skill Standards Education
HOME INSTRUCTORS STUDENTS REPORTS RESOURCES
Sum Guy LOGOUT
ACCOUNT HELP CONTACT
Administrator
Add User
1. Check if user exists in AWS records
User's email: TestEmail2@test.com
-or-
User's AWS member #:
Find user
Enter new student's email address or AWS Member Number. This will search the AWS database for a current account
Message will indicate that no current account
2. Add user
No users found. Please create the user below:
User's first name: Test
User's last name: Test
User's email: TestEmail2@test.com
Place in Class: -- choose --
Enter additional details?
Add user as student
Enter Student's first name, last name, and email address.
Select this button to enter additional Student information
The "Add User as Student" Button will create the user account and email the login info

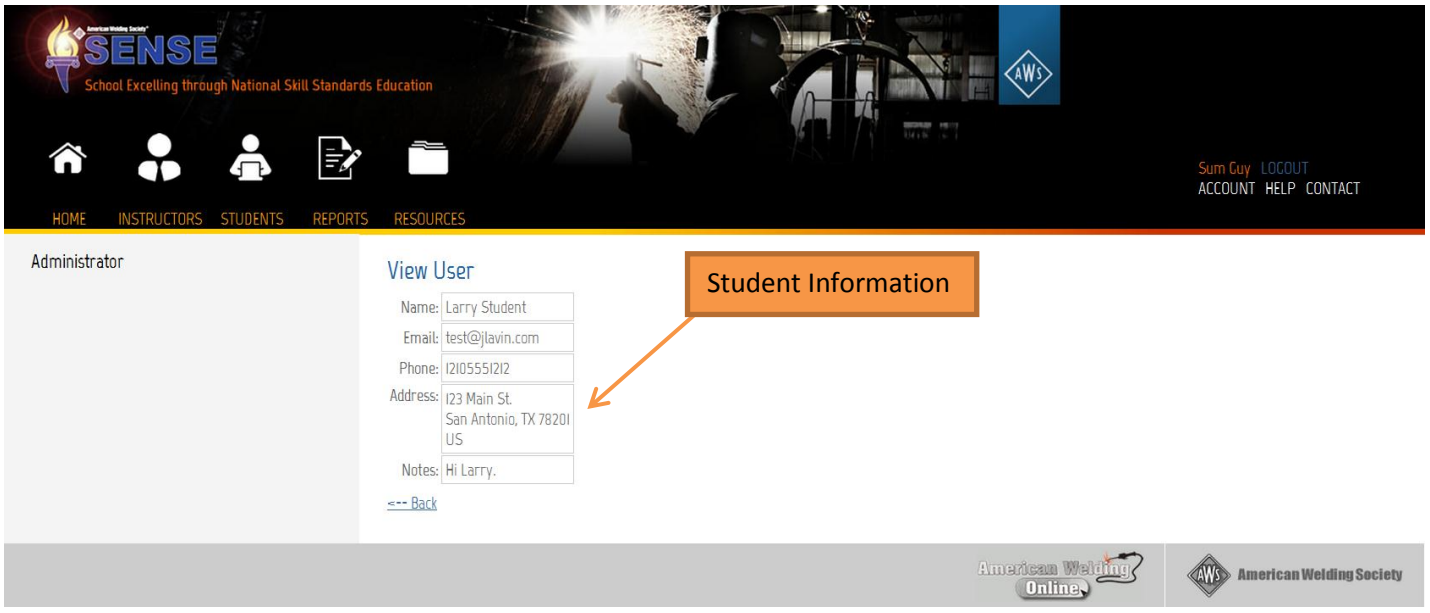
4) If the new instructor does not have a current AWS account, then the system will create an account for them. Please enter the requested information.
5) Select the "Add User as instructor" button to add the new instructor. The instructor will be sent an email, to the email address provided in the above fields, with their login information.
6) Administrators can customize the email that is sent to the instructors after the "Add user as Instructor" button is selected. A pre-packaged email is provided.


SENSE
School Excelling through National Skill Standards Education
HOME INSTRUCTORS STUDENTS REPORTS RESOURCES
Sum Guy LOGOUT
ACCOUNT HELP CONTACT
Administrator
Done!
User added successfully.
Would you like to send a welcome email?
Edit the message below (if desired), then click 'Send'
Message:
Hello A,
Sum Guy invites you to create your profile on the American Welding Society's SENSE online system. In order to access your account and setup your profile, please go to:
{LINK_WILL_BE_SET_BY_SYSTEM}
Please note your member number: 8005187
Thank you,
American Welding Society
Send
<-- Back
A pre-packaged email is provided for administrators. Administrators can alter the email to their preference by typing in the box.
DO NOT alter the student's member number of "Link will be set by system" line
Press "Send" to email information to the new student

How do I view a student's information?

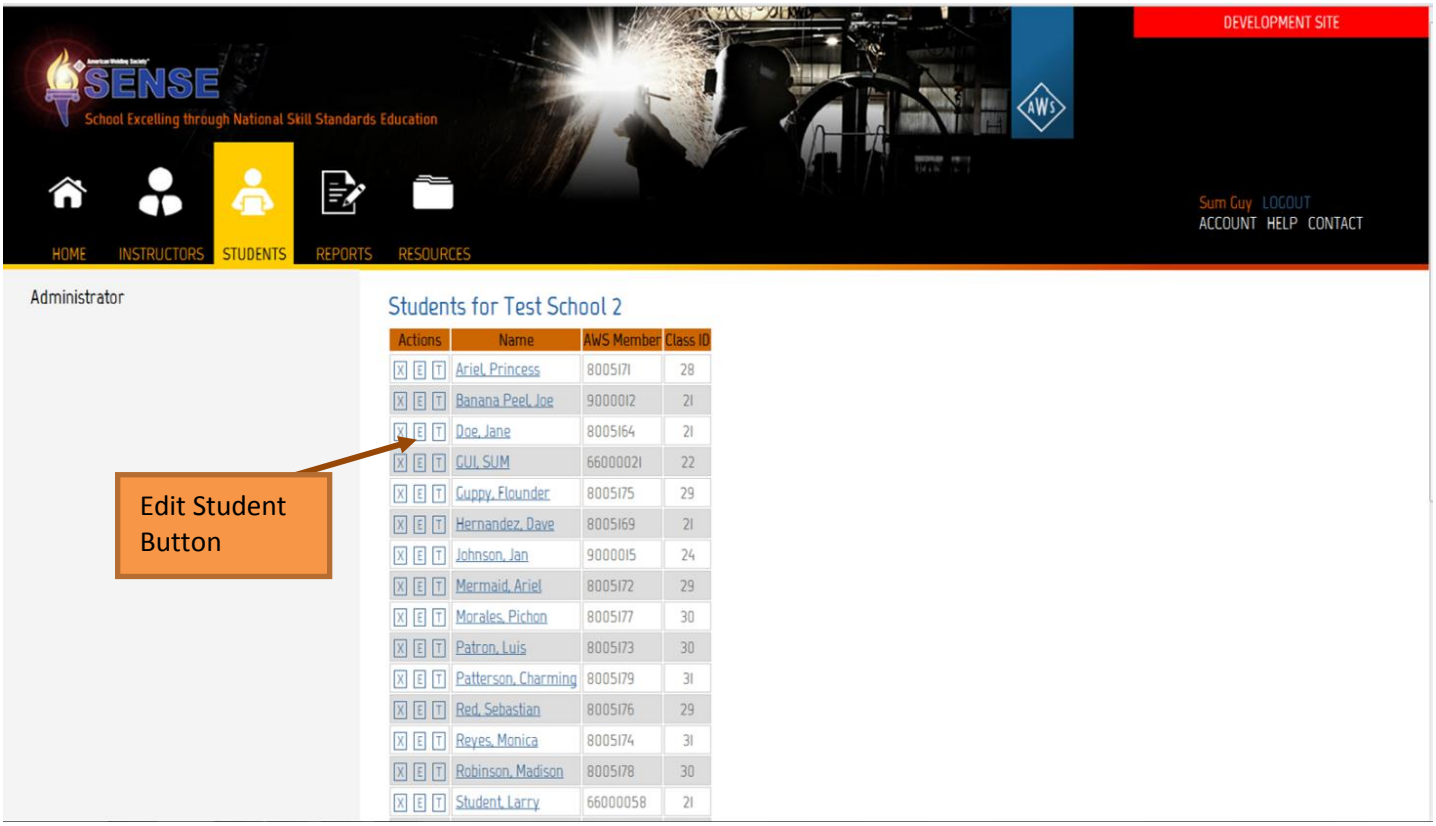
1) Select the Students Tab.
2) Select a student's name.



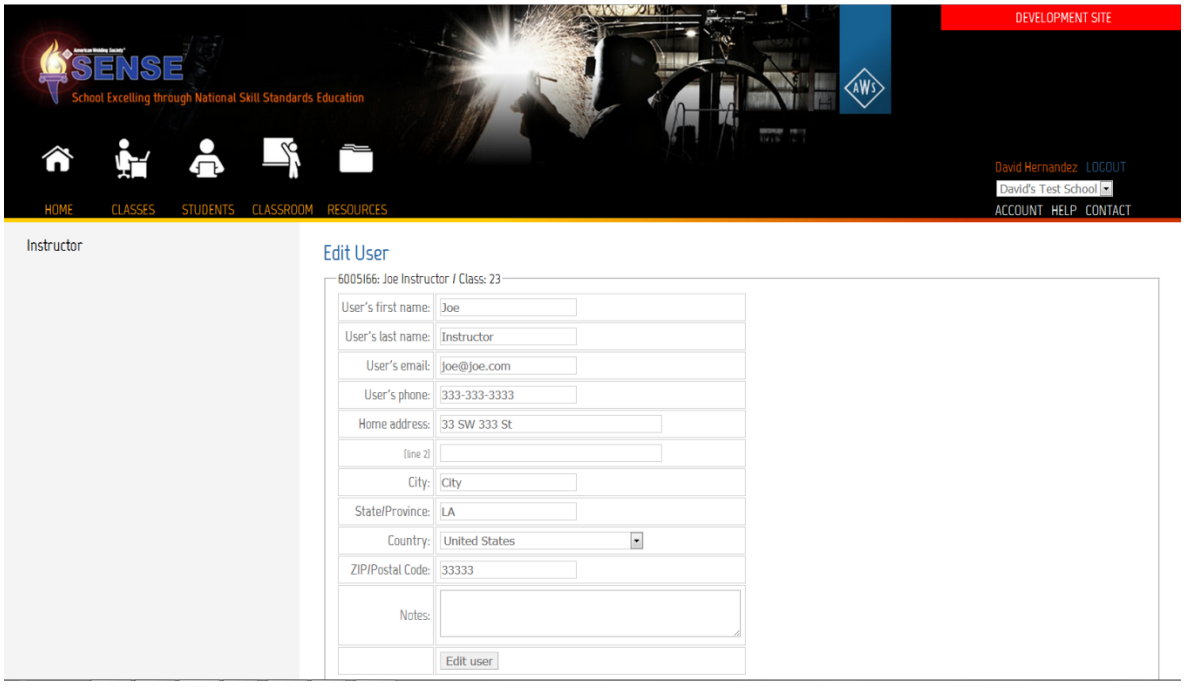


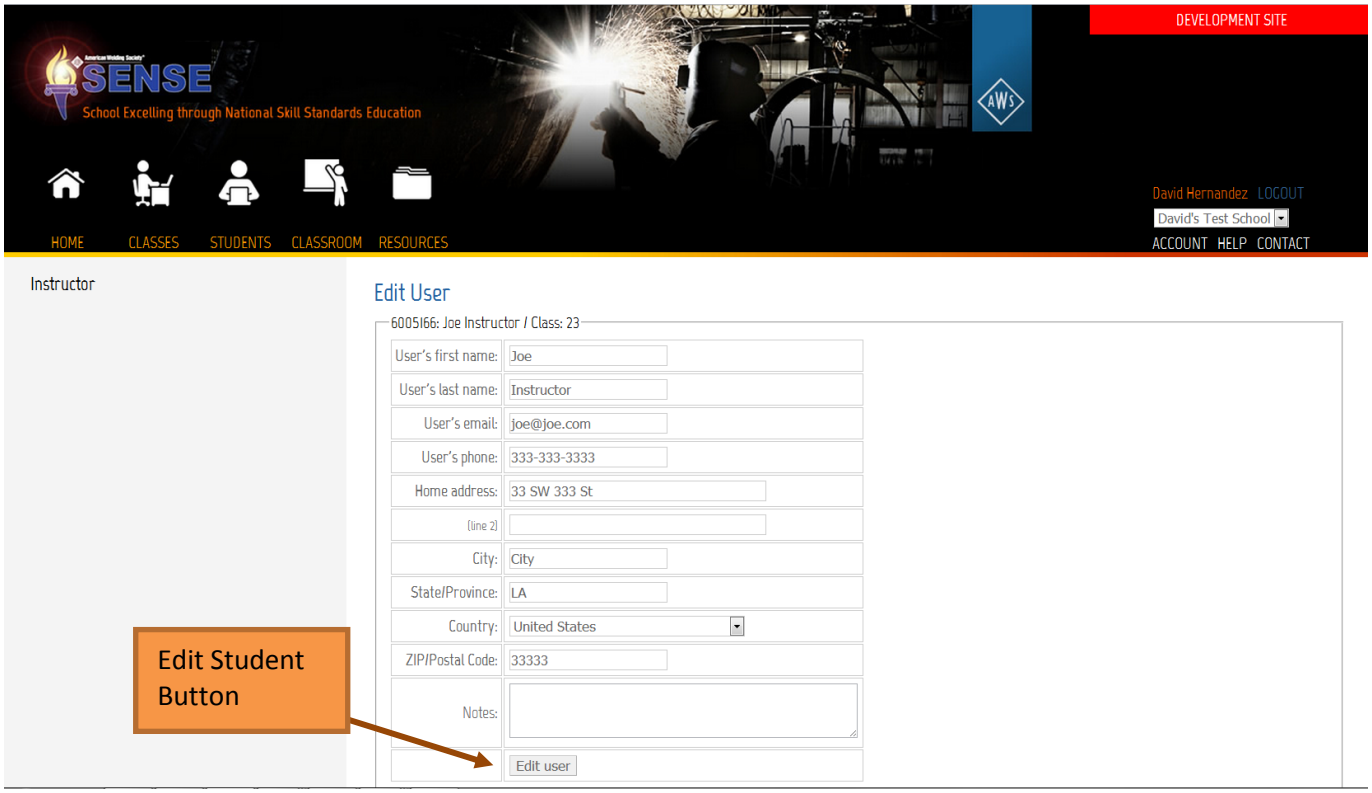
How do I edit a student's information?

1) Enter the list of active students through the student's tab.
2) Select the "E" or "Edit" button to the left of the student's name.



3) Update the student's information by typing into the provided fields.



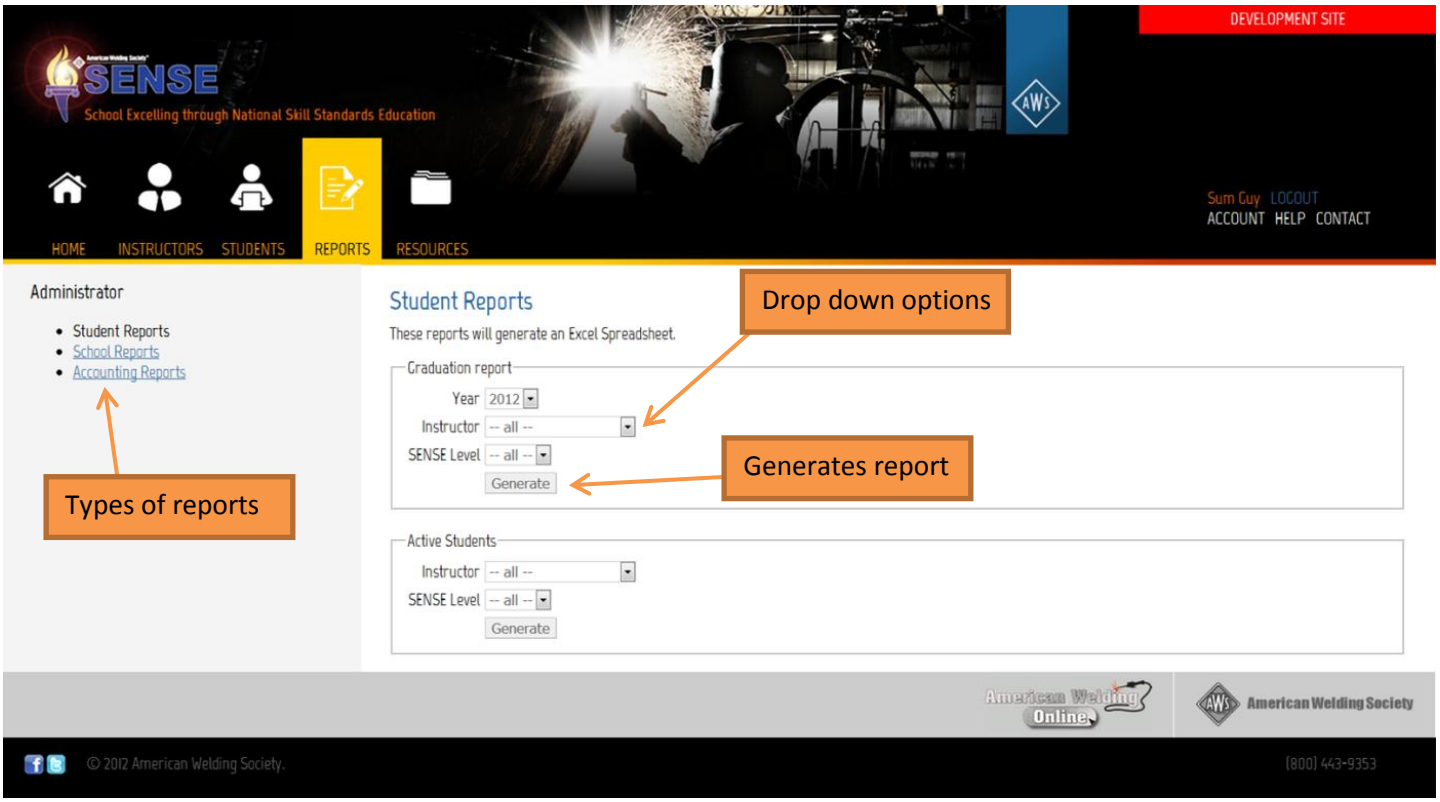


4) Save the changes made by selecting the "Edit User" button.

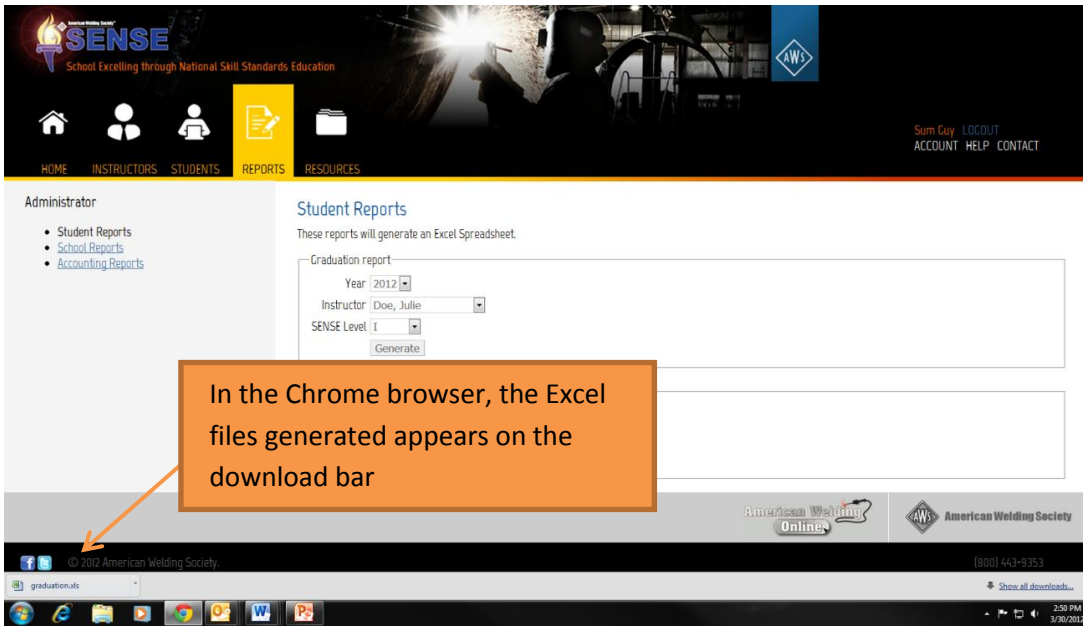
Administrator's Reports Tab

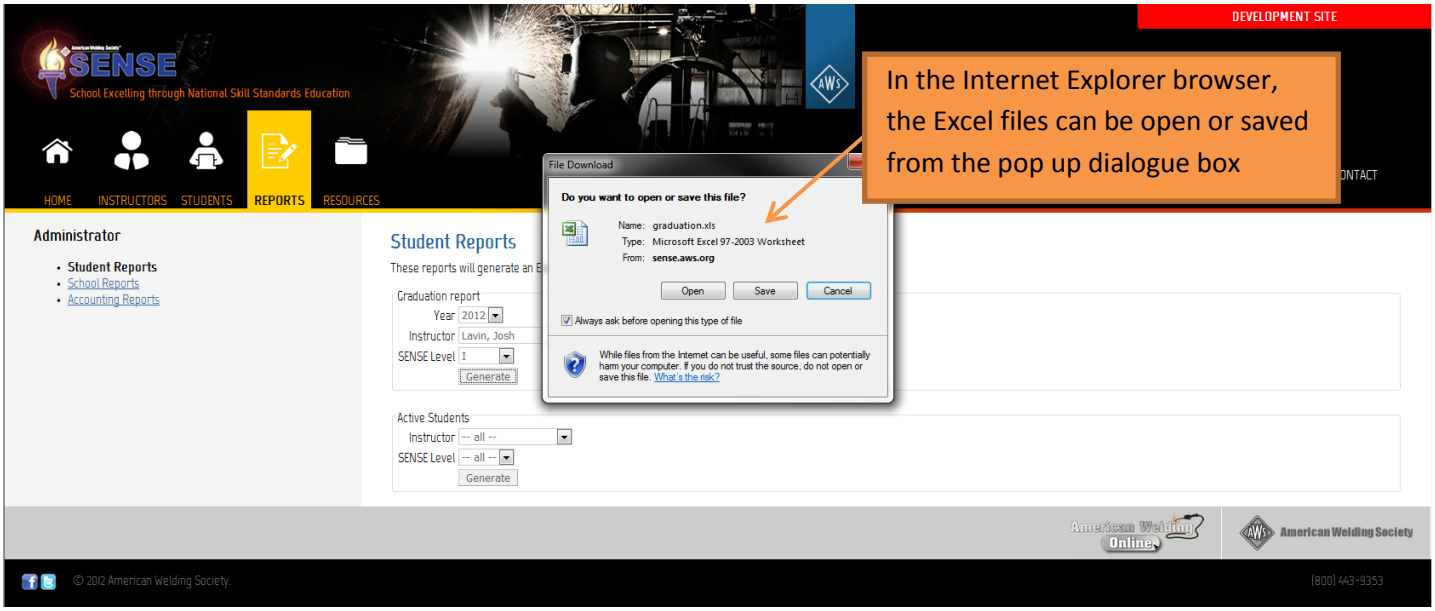
How do I add run a report?

1) Select the Reports Tab.
2) Select the type of report on the left hand column.



3) Select the options from those provided in the drop down options, and then select the "Generate" option.
4) Open or Save the generated Excel File (.xls)

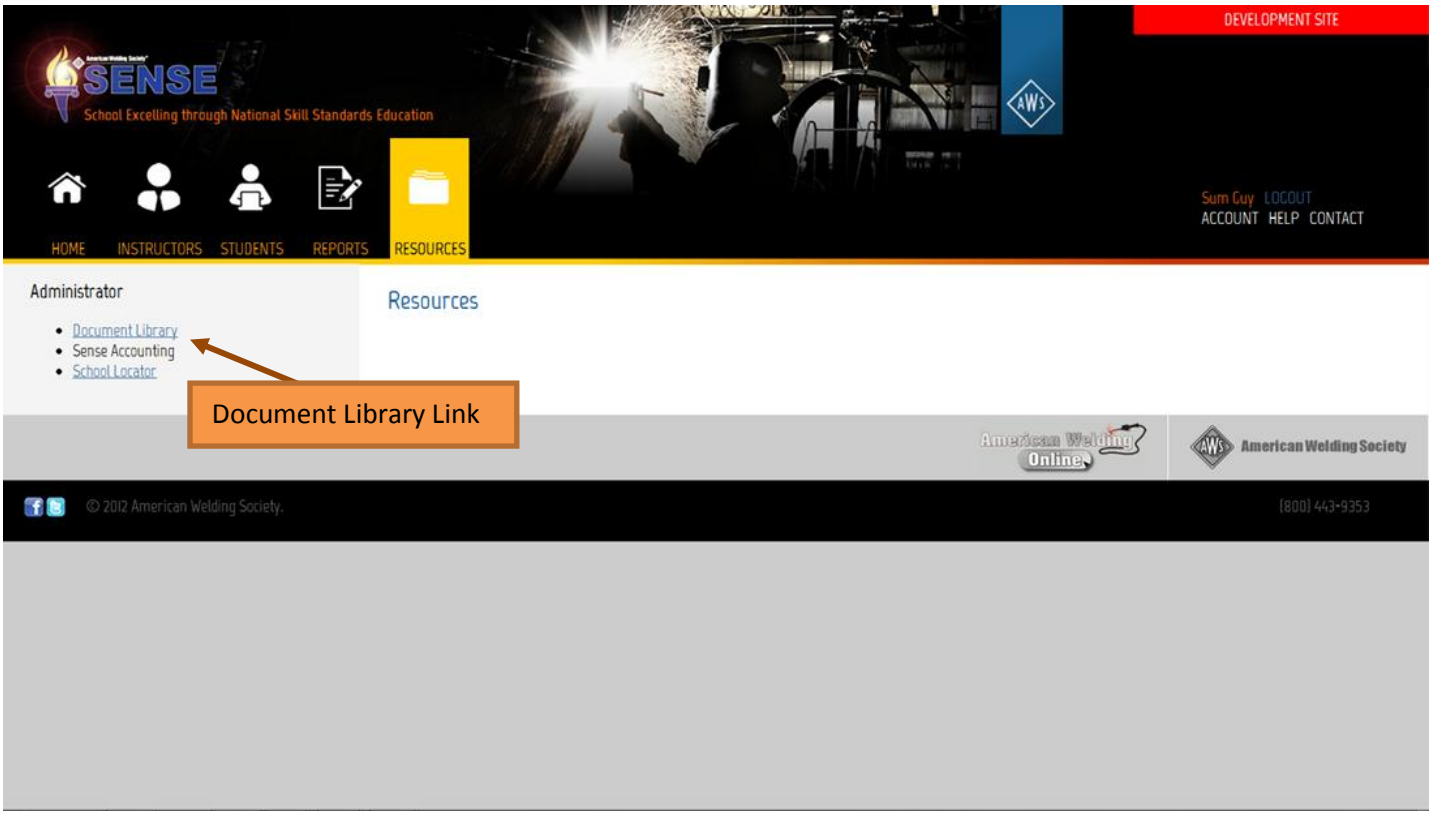



DEVELOPMENT SITE
SENSE
School Excelling through National Skill Standards Education
HOME
INSTRUCTORS
STUDENTS
REPORTS
RESOURCES
In the Internet Explorer browser, the Excel files can be open or saved from the pop up dialogue box
File Download
Do you want to open or save this file?
Name: graduation.xls
Type: Microsoft Excel 97-2003 Worksheet
From: sense.aws.org
Open
Save
Cancel
Always ask before opening this type of file
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
Administrator
Student Reports
School Reports
Accounting Reports
Student Reports
Graduation report
Year 2012
Instructor Lavin, Josh
SENSE Level I
Generate
Active Students
Instructor -- all --
SENSE Level -- all --
Generate
American Welding Online
American Welding Society
© 2012 American Welding Society.
(800) 443-9353

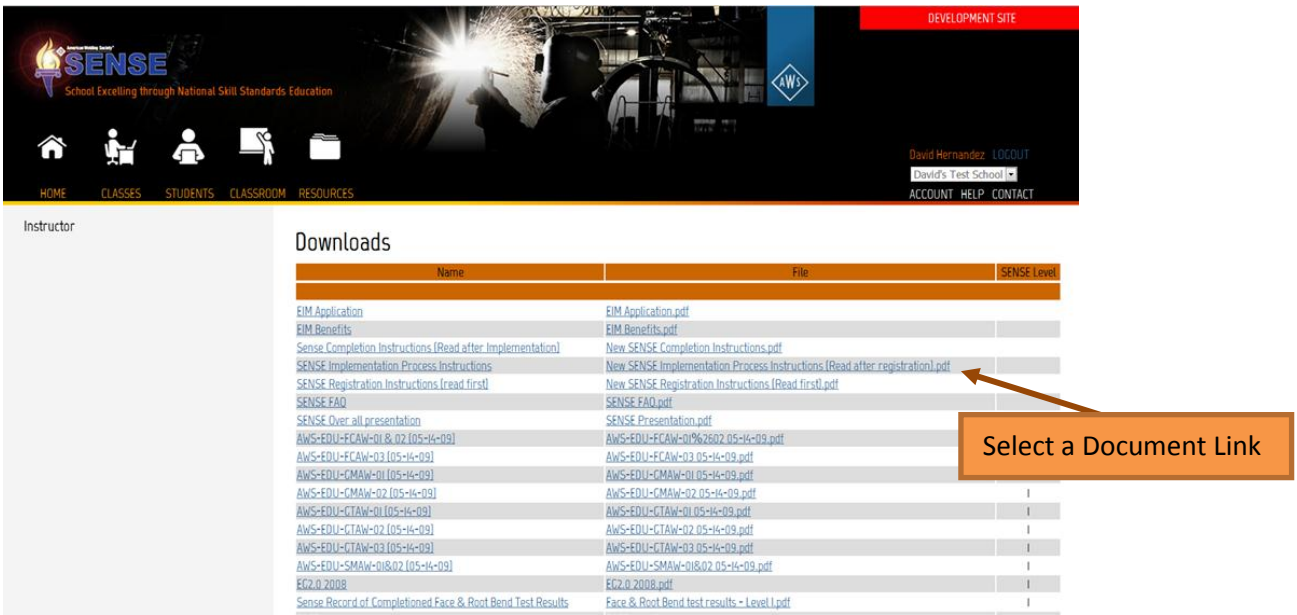
Administrator's Resources Tab

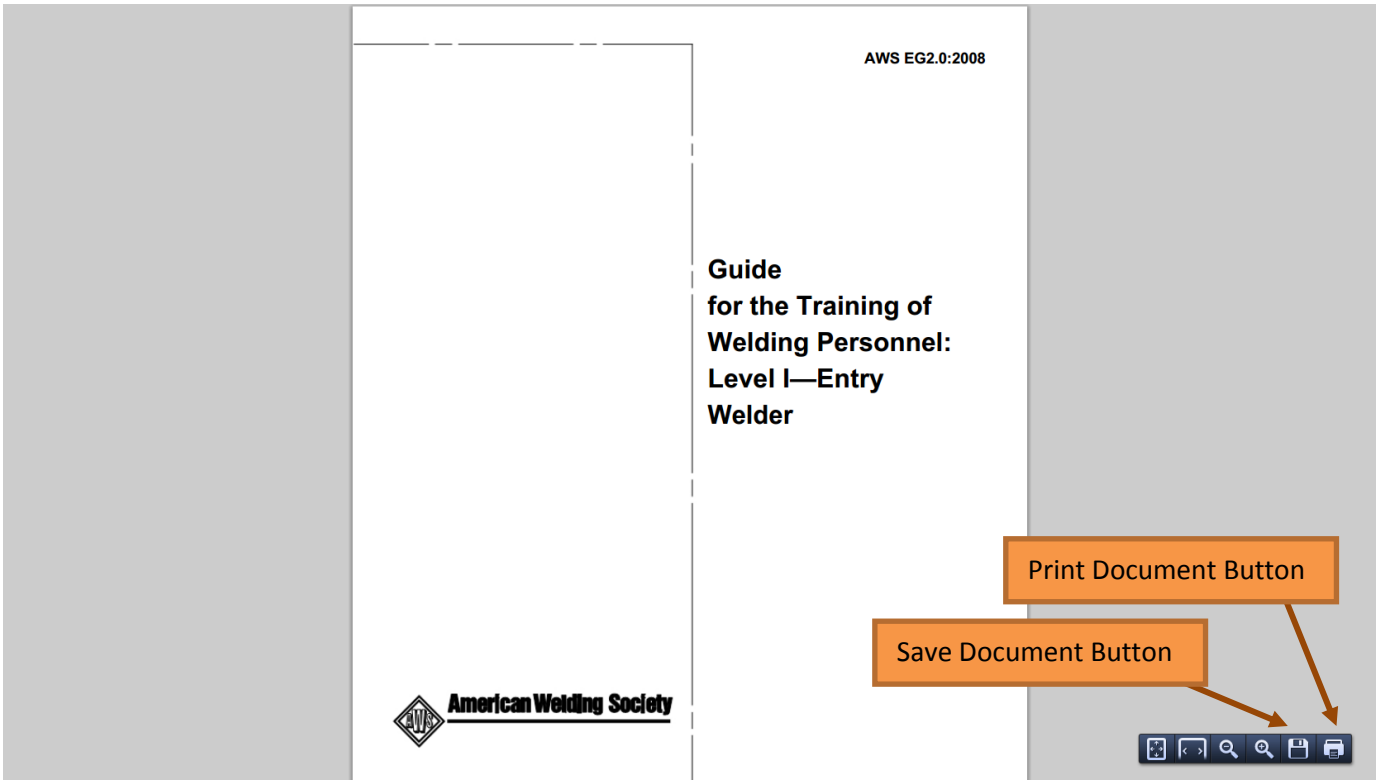
How do I download SENSE documents?

1) Select the Resources Tab.
2) Select the Document Library link on the left hand column.



3) Select a document from the Document Library





4) The file opens as a PDF in your browser. In order to save the document select the save button. In order to print the file, press the print button.

SENSE Online System Legend – Instructor Home Screen

1) **Home Tab** – Selecting the home tab will always return the user back to the home screen.

2) **Classes Tab** – The classes tab allows the instructor to add, remove, and edit classes as a means of organizing students in the school. The classes tab also offers an overview of the meeting dates and time of classes, students in each class, and SENSE level for each class.

3) **Students Tab** – The students tab allows the instructor to add, remove, edit, or transfer students. The students tab also provides an overview of all the students in the instructor's various classes along with their class ID.

4) **Classroom Tab** – The classroom tab allows instructors to add and edit scores for student exams and workmanship samples, activate online exams for registered students, graduate students and edit the classroom settings.

5) **Resources Tab** - The resources tab grants instructor access to the SENSE Document Library, the SENSE Accounting System, and the SENSE School Locator.

6) **Account Link** – The account link will open the instructor's account information allowing the user to update the information.

7) **Help Link** – The help link will open up a series of help documentation, including this users guide.

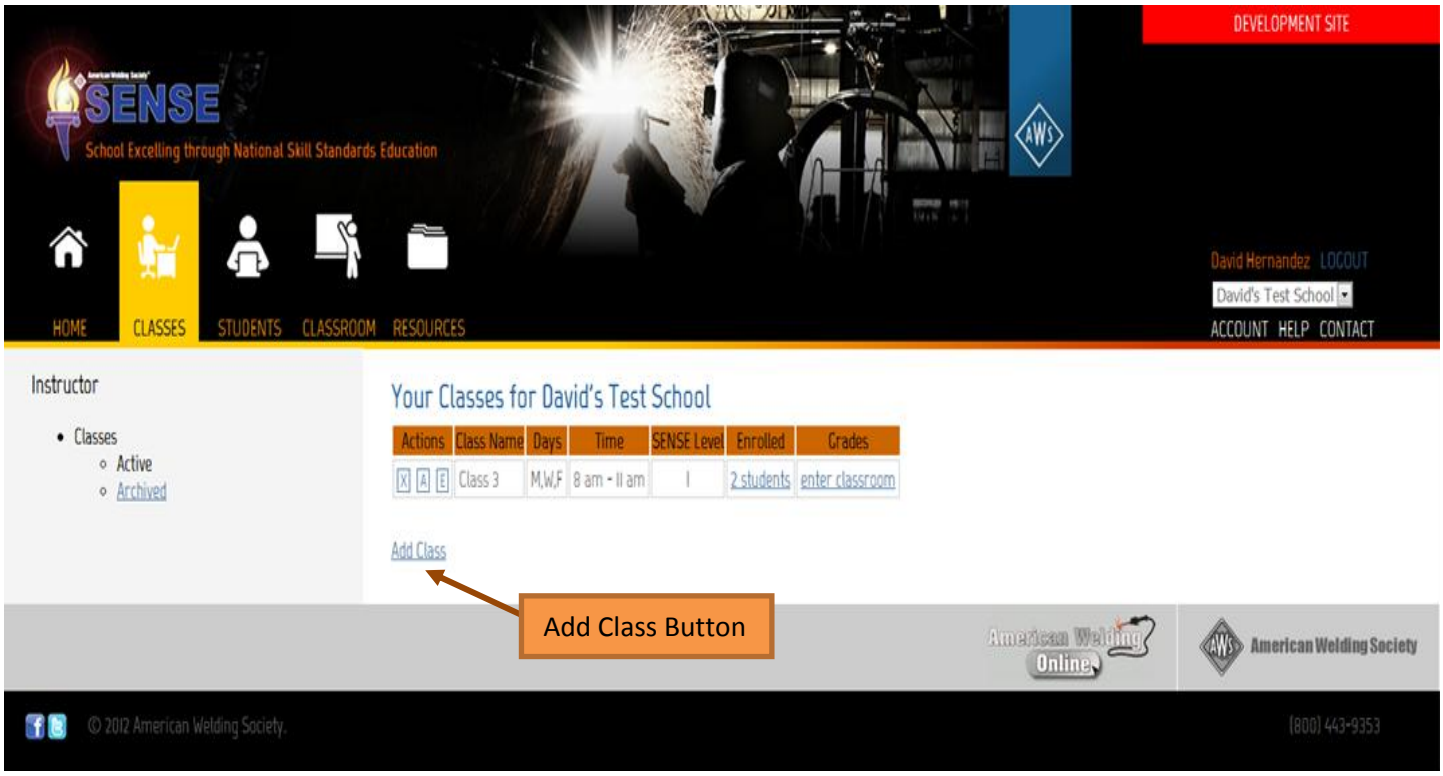
8) **Contact Link** – The contact link will provide administrator's with the contact information for key AWS staff.

9) **School Details Panel** – The school details panel will provide relevant information about the instructor's school.

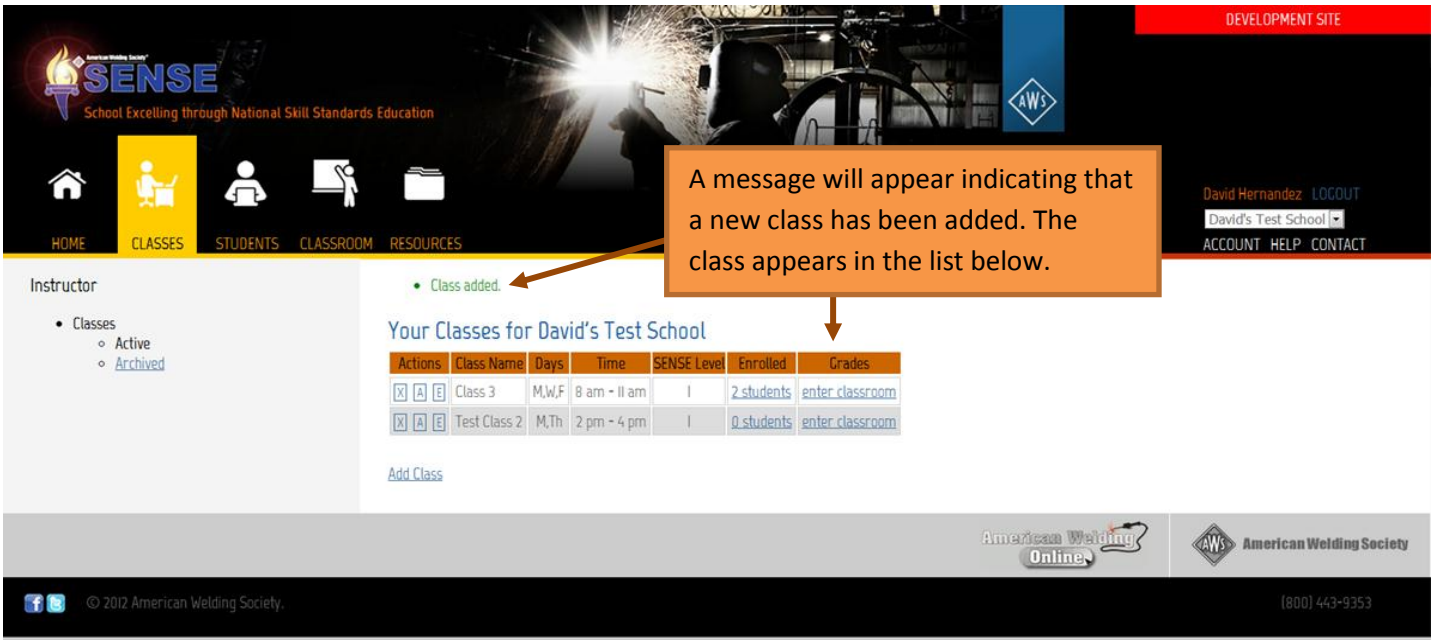
Instructor's Class Tab

How do I create a new class?

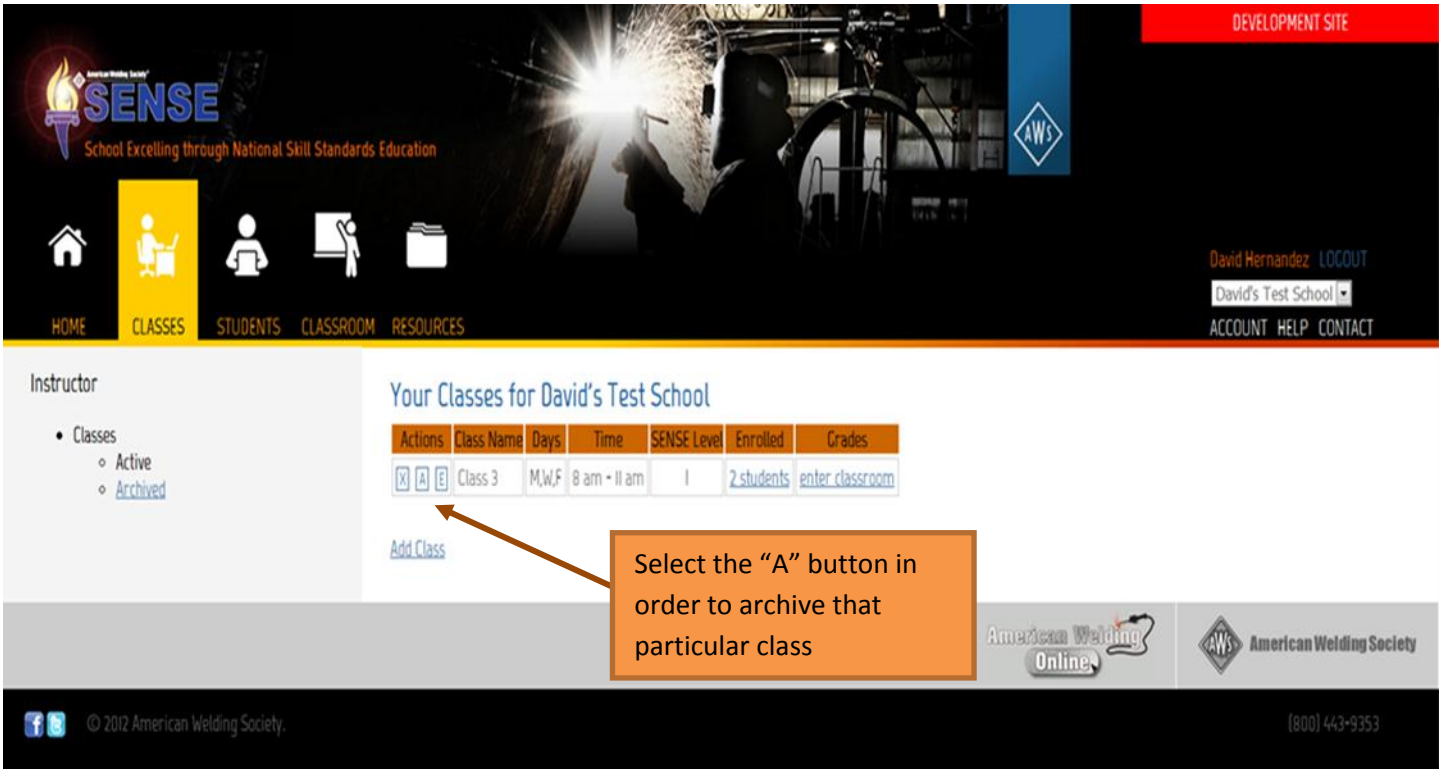
1) The default view in the "Classes" tab provides an overview of all active classes (that have been created).
2) Select the "Add Class" button.



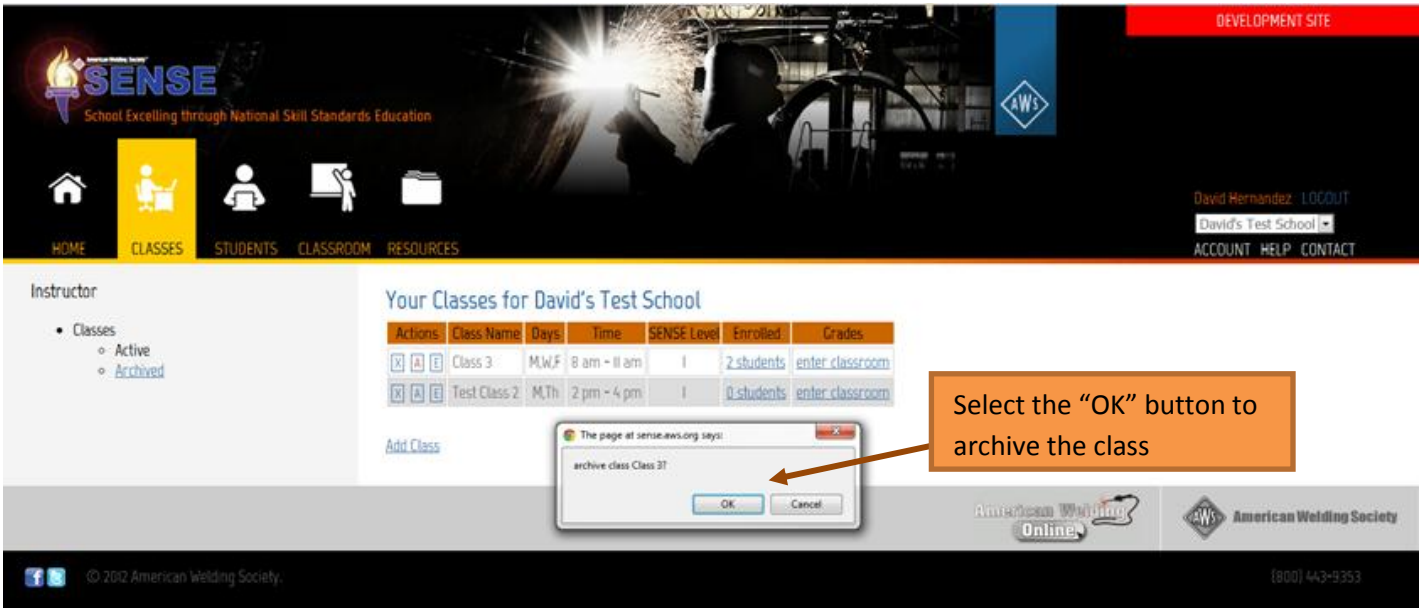
3) Enter the requested information.


DEVELOPMENT SITE
SENSE
School Excelling through National Skill Standards Education
HOME
CLASSES
STUDENTS
CLASSROOM
RESOURCES
David Hernandez LOGOUT
David's Test School
ACCOUNT HELP CONTACT
A message will appear indicating that a new class has been added. The class appears in the list below.
Instructor
Classes
Active
Archived
Class added.
Your Classes for David's Test School
Actions
Class Name
Days
Time
SENSE Level
Enrolled
Grades
Class 3
M,W,F
8 am - 11 am
1
2 students
enter classroom
Test Class 2
M,Th
2 pm - 4 pm
1
0 students
enter classroom
Add Class
American Welding Online
American Welding Society
© 2012 American Welding Society.
(800) 443-9353

How do I Archive a Class?



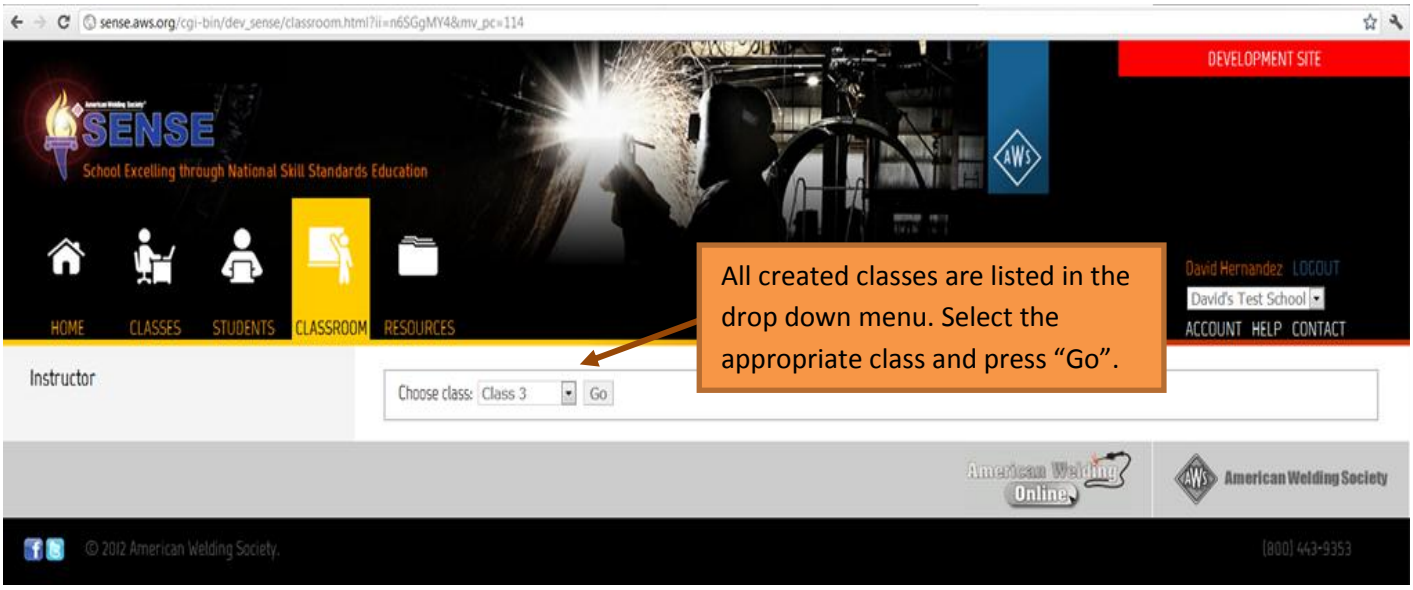
1) Select the "A" button next to the class name.
2) Select the "OK" button to complete the archive.



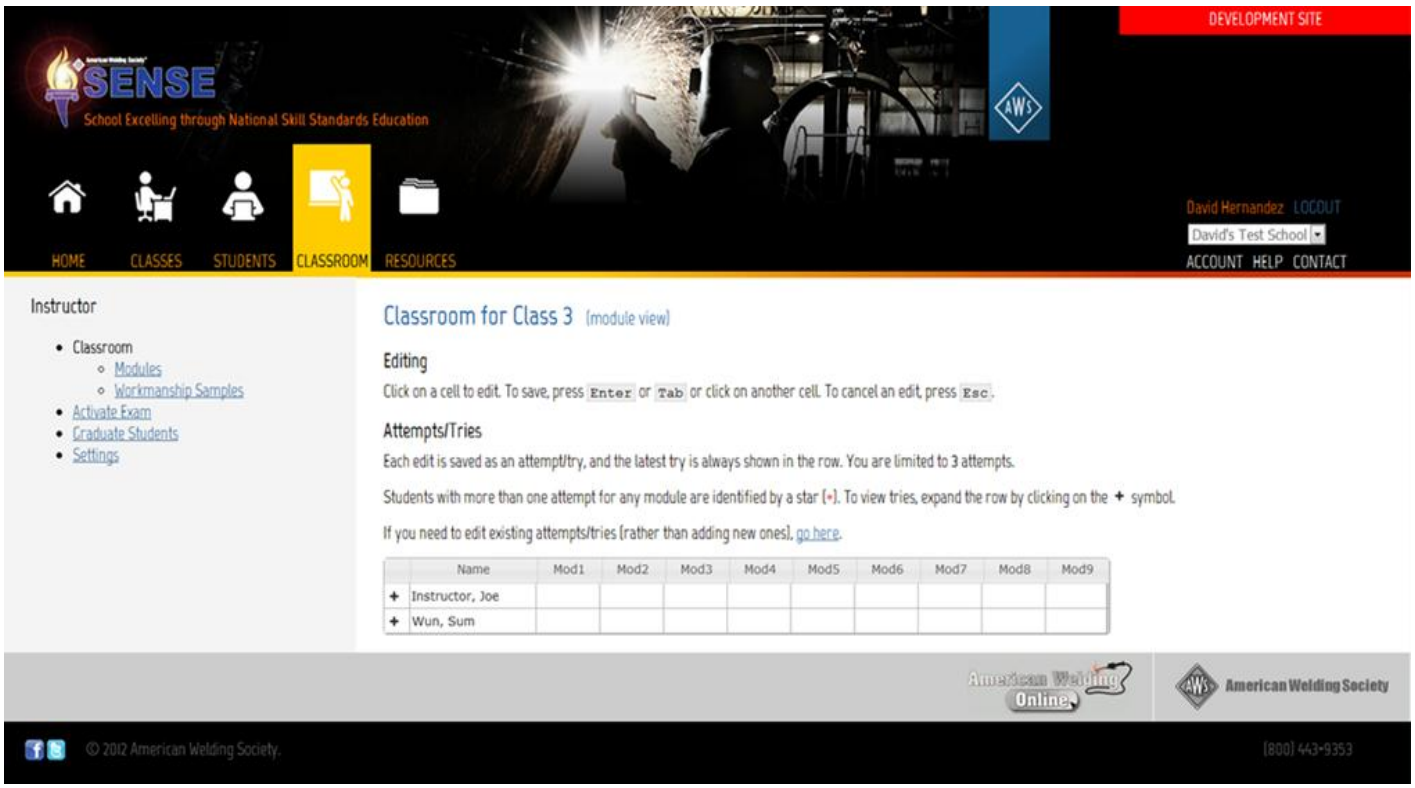
3) Classes that are archived are placed into the "Archived" sub-tab. These classes are no longer active classes. Only archive a class once all the scores for that class have been entered and the information is no longer necessary. All scores are kept on the student's record.

How do I Add/ Edit Student Scores?

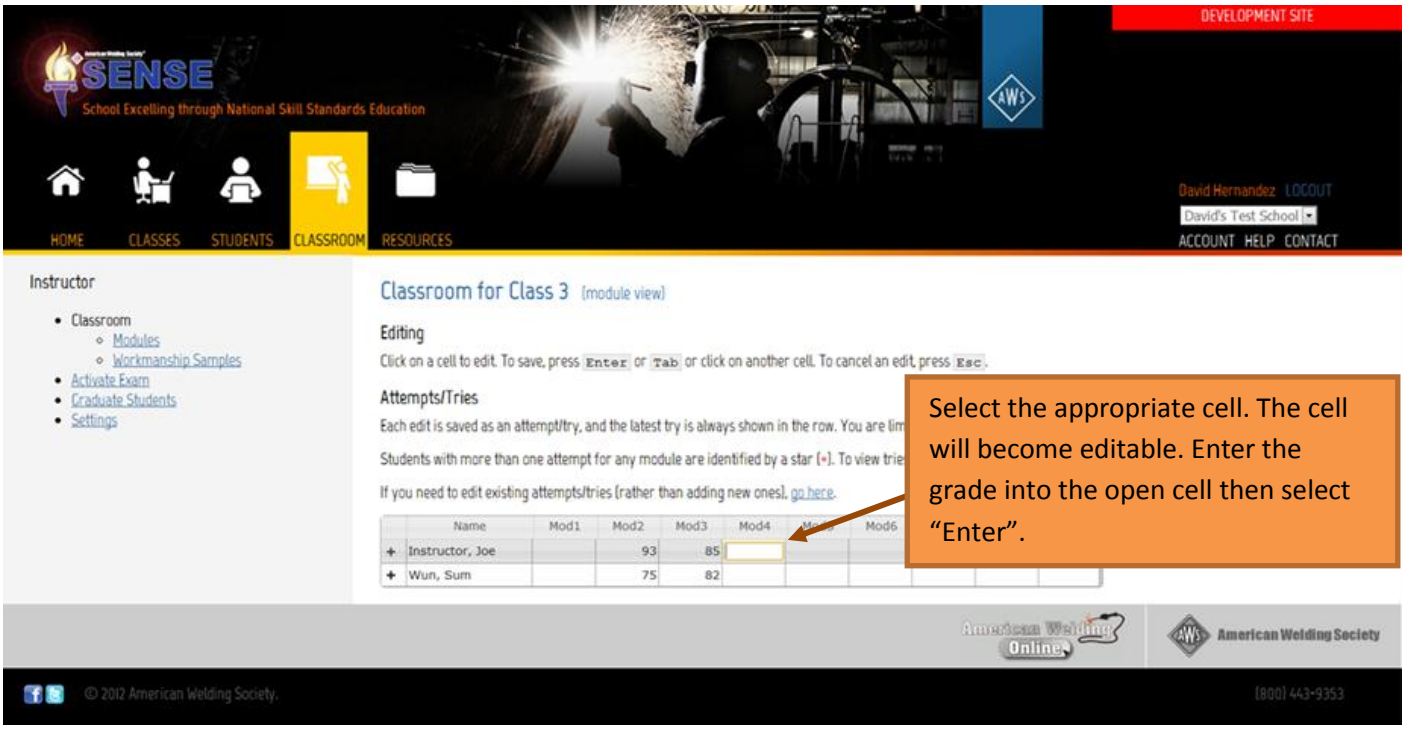
1) Select the Classroom tab on the main menu.
2) Select the appropriate class from the drop down menu.



3) The class's default view shows all the registered students that have been placed in that class along with the scores already entered for the modules for the appropriate SENSE level.



4) The grade book function works similarly to any spreadsheet. In order to enter a score for a student select the cell at the cross section of the students name and the appropriate module.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HOME
CLASSES
STUDENTS
CLASSROOM
RESOURCES
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David's Test School
ACCOUNT HELP CONTACT
Instructor
Classroom
Modules
Workmanship Samples
Activate Exam
Graduate Students
Settings
Classroom for Class 3 (module view)
Editing
Click on a cell to edit. To save, press Enter or Tab or click on another cell. To cancel an edit, press Esc.
Attempts/Tries
Each edit is saved as an attempt/try, and the latest try is always shown in the row. You are lim
Students with more than one attempt for any module are identified by a star (*). To view trie
If you need to edit existing attempts/tries (rather than adding new ones), go here.
Name Mod1 Mod2 Mod3 Mod4 Mod6
+ Instructor, Joe 93 85
+ Wun, Sum 75 82
Select the appropriate cell. The cell will become editable. Enter the grade into the open cell then select "Enter".
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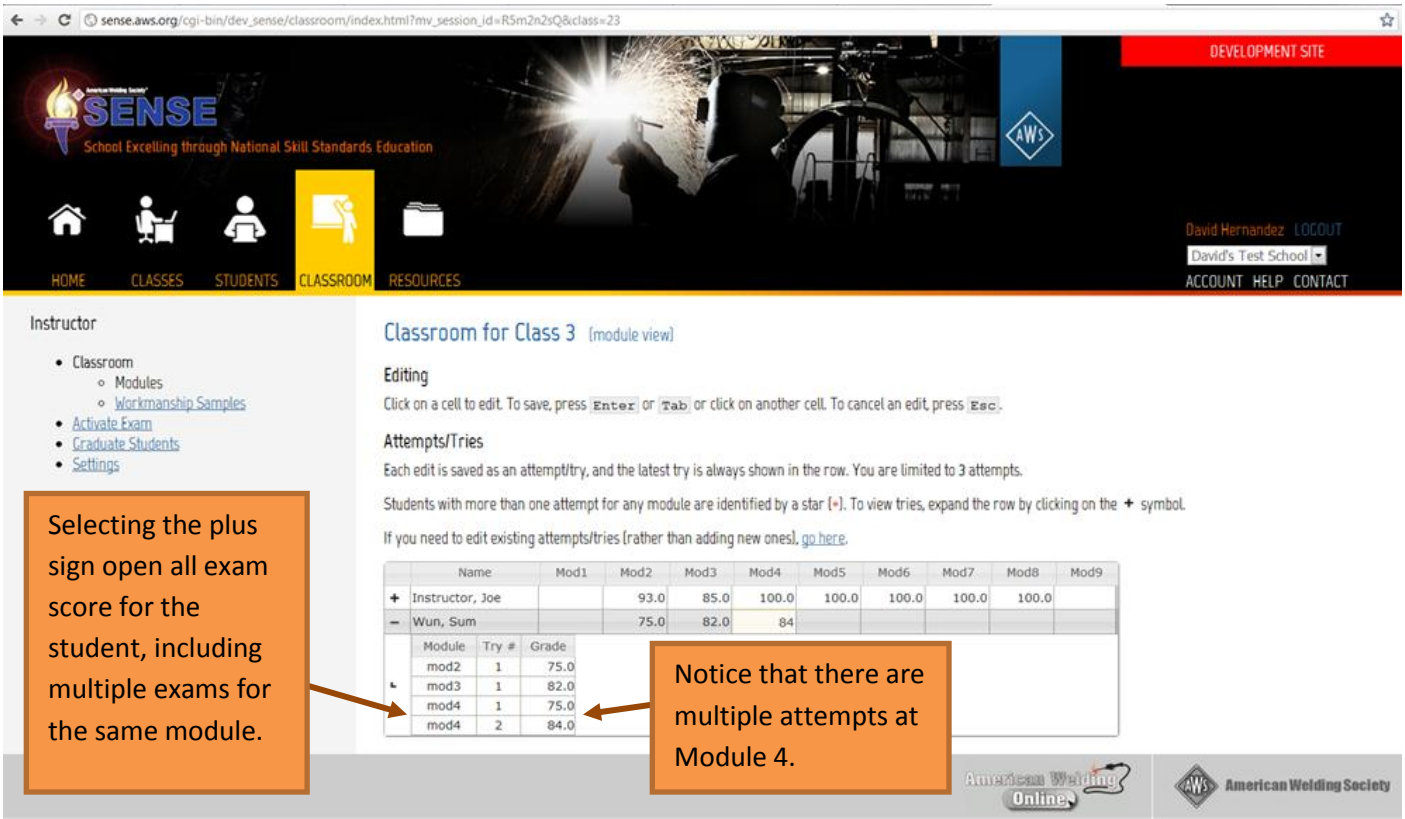
5) Scores obtained by students through online testing will be automatically populated in the cells.
6) Selecting the plus sign next to a student's name will allow a view of all test scores (including multiple scores for a module).


sense.aws.org/cgi-bin/dev_sense/classroom/index.html?mv_session_id=R5m2n2sQ&class=23
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HOME
CLASSES
STUDENTS
CLASSROOM
RESOURCES
David Hernandez LOGOUT
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Instructor
Classroom
Modules
Workmanship Samples
Activate Exam
Graduate Students
Settings
Classroom for Class 3 (module view)
Editing
Click on a cell to edit. To save, press Enter or Tab or click on another cell. To cancel an edit, press Esc.
Attempts/Tries
Each edit is saved as an attempt/try, and the latest try is always shown in the row. You are limited to 3 attempts.
Students with more than one attempt for any module are identified by a star (*). To view tries, expand the row by clicking on the + symbol.
If you need to edit existing attempts/tries (rather than adding new ones), go here.
Name Mod1 Mod2 Mod3 Mod4 Mod5 Mod6 Mod7 Mod8 Mod9
+ Instructor, Joe 93.0 85.0 100.0 100.0 100.0 100.0 100.0
– Wun, Sum 75.0 82.0 84
Module Try # Grade
mod2 1 75.0
mod3 1 82.0
mod4 1 75.0
mod4 2 84.0
Selecting the plus sign open all exam score for the student, including multiple exams for the same module.
Notice that there are multiple attempts at Module 4.
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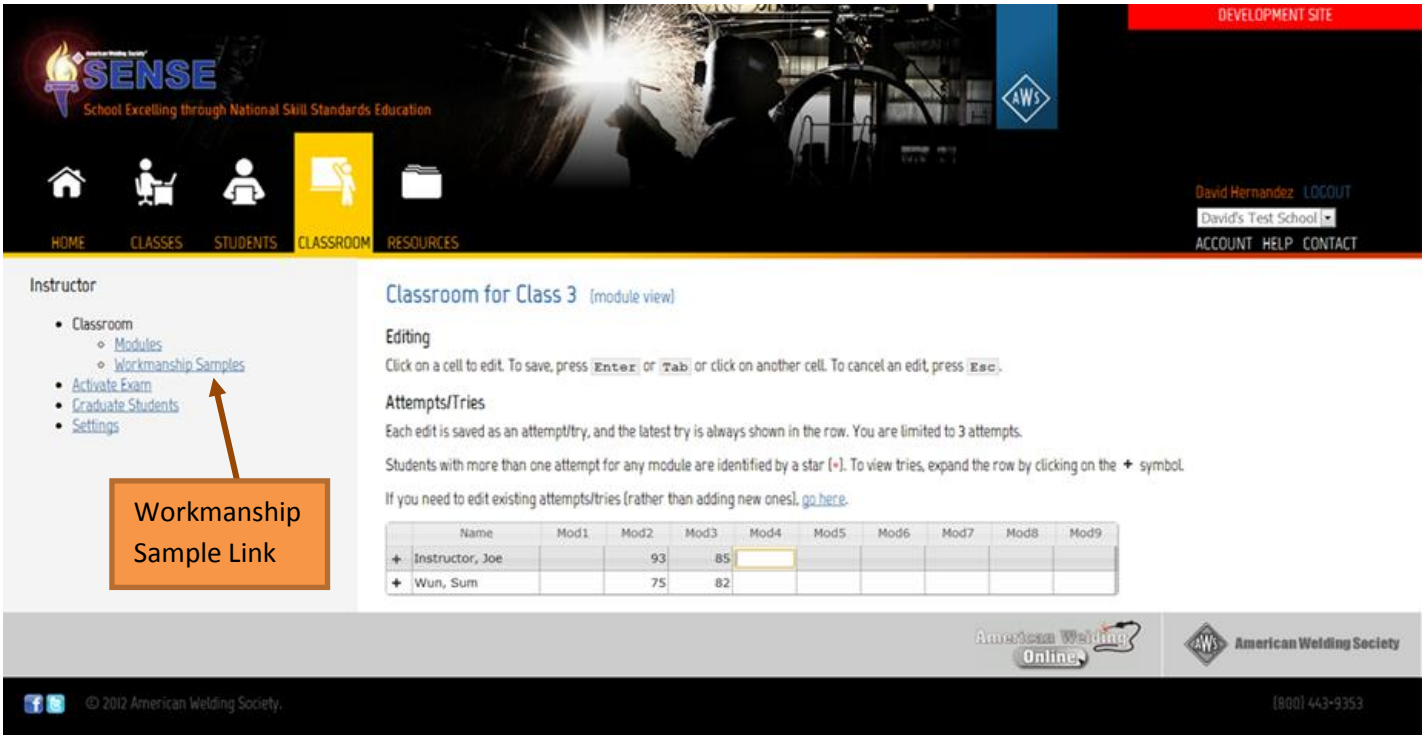
How do I Add/ Edit Workmanship Samples?

1) The grading system allows the instructor to manually enter module exam scores and workmanship Pass/ Fail information.
2) To reach the Workmanship Sample select the “Workmanship Samples” link on the left hand menu bar.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CLASSES
STUDENTS
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Instructor
Classroom
Modules
Workmanship Samples
Activate Exam
Graduate Students
Settings
Workmanship Sample Link
Classroom for Class 3 (module view)
Editing
Click on a cell to edit. To save, press Enter or Tab or click on another cell. To cancel an edit, press Esc.
Attempts/Tries
Each edit is saved as an attempt/try, and the latest try is always shown in the row. You are limited to 3 attempts.
Students with more than one attempt for any module are identified by a star (*). To view tries, expand the row by clicking on the + symbol.
If you need to edit existing attempts/tries (rather than adding new ones), go here.
Name Mod1 Mod2 Mod3 Mod4 Mod5 Mod6 Mod7 Mod8 Mod9
+ Instructor, Joe 93 85
+ Wun, Sum 75 82
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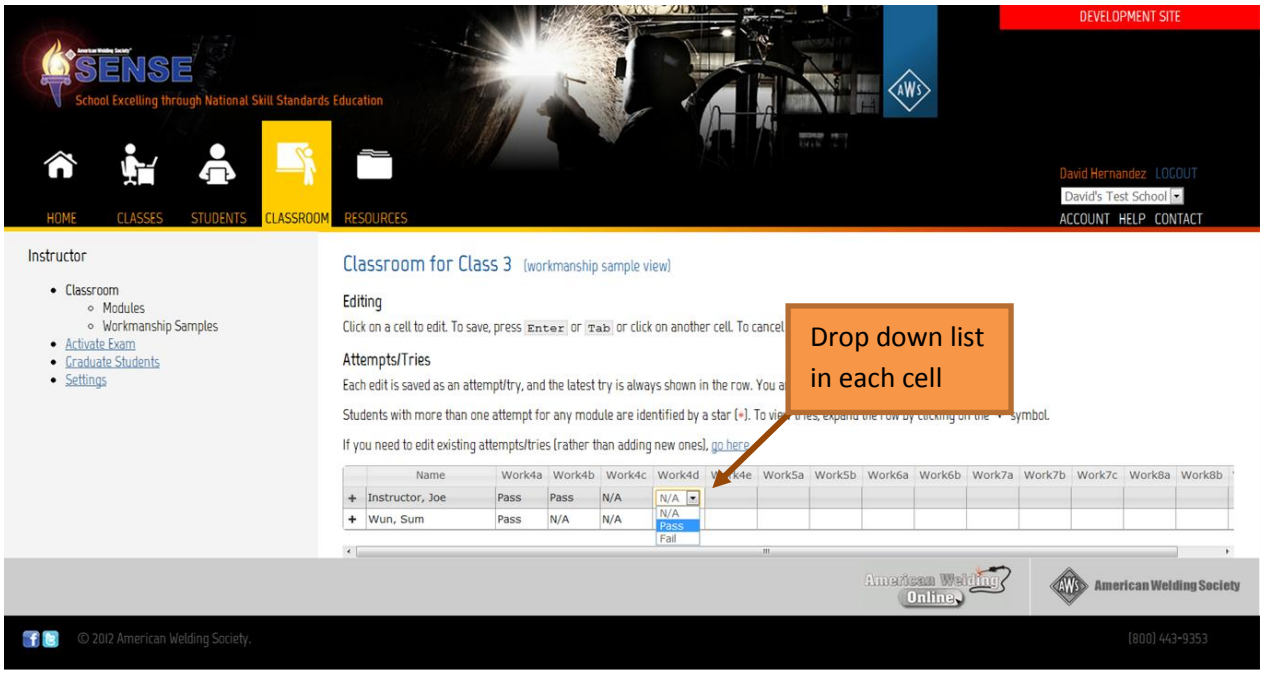
3) Selecting the link opens the Workmanship Sample view.
4) Identify the student on the list, just as with module exam scores.
5) Select the cell for the appropriate student and workmanship sample.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Instructor
Classroom
Modules
Workmanship Samples
Activate Exam
Graduate Students
Settings
Drop down list in each cell
Classroom for Class 3 (workmanship sample view)
Editing
Click on a cell to edit. To save, press Enter or Tab or click on another cell. To cancel
Attempts/Tries
Each edit is saved as an attempt/try, and the latest try is always shown in the row. You a
Students with more than one attempt for any module are identified by a star (*). To vi
symbol.
If you need to edit existing attempts/tries (rather than adding new ones), go here.
Name Work4a Work4b Work4c Work4d Work4e Work5a Work5b Work6a Work6b Work7a Work7b Work7c Work8a Work8b
+ Instructor, Joe Pass Pass N/A N/A
+ Wun, Sum Pass N/A N/A
N/A
Pass
Fail
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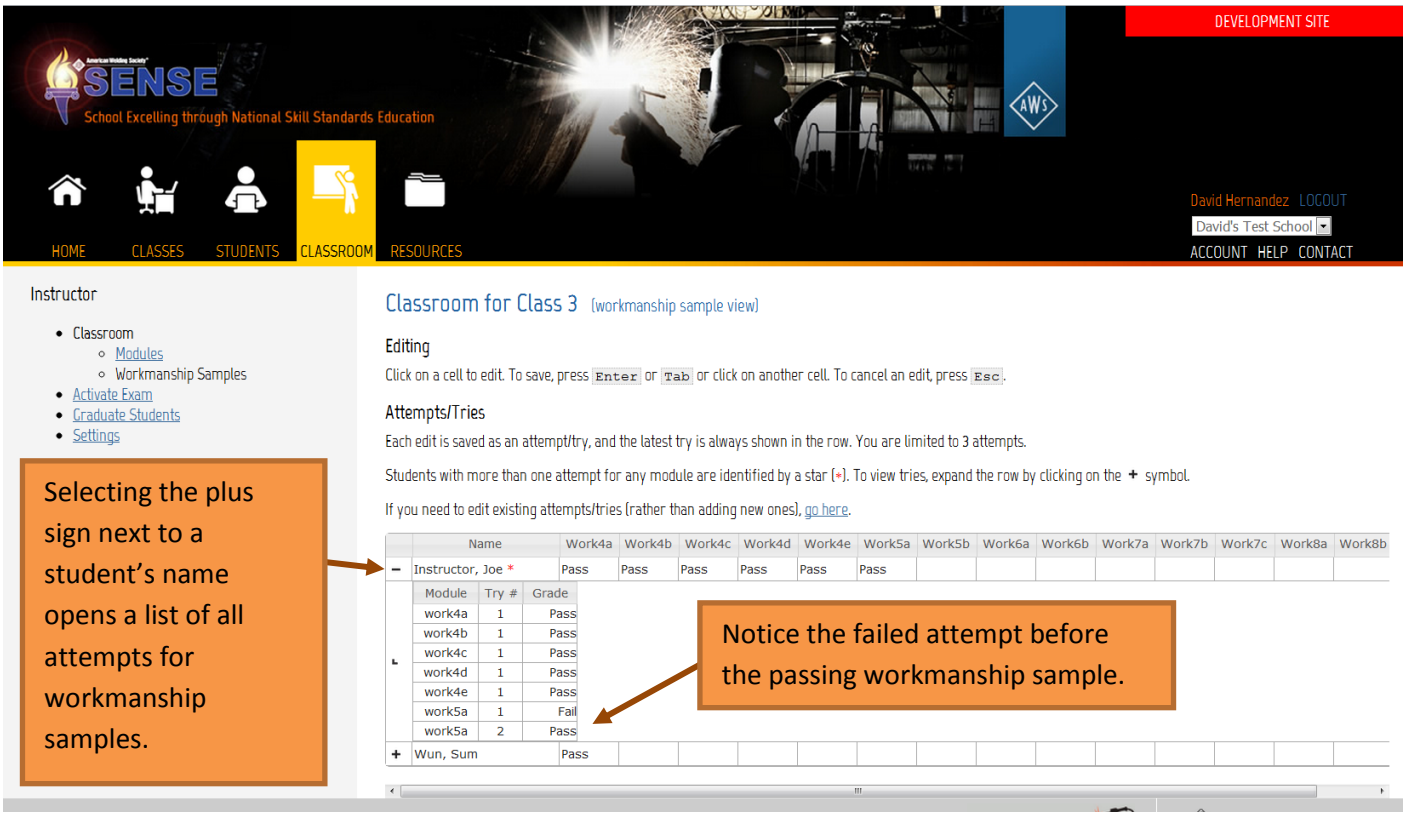
6) There are three options for each cell:

N/A – Not Attempted
Pass – The student's workmanship sample has met all the criteria and is deemed acceptable.
Fail – The student's workmanship sample has not met the criteria for the sample and is deemed unacceptable.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Classroom
Modules
Workmanship Samples
Activate Exam
Graduate Students
Settings
Classroom for Class 3 (workmanship sample view)
Editing
Click on a cell to edit. To save, press Enter or Tab or click on another cell. To cancel an edit, press Esc.
Attempts/Tries
Each edit is saved as an attempt/try, and the latest try is always shown in the row. You are limited to 3 attempts.
Students with more than one attempt for any module are identified by a star (*). To view tries, expand the row by clicking on the + symbol.
If you need to edit existing attempts/tries (rather than adding new ones), go here.
Selecting the plus sign next to a student's name opens a list of all attempts for workmanship samples.
Notice the failed attempt before the passing workmanship sample.

	Name	Work4a	Work4b	Work4c	Work4d	Work4e	Work5a	Work5b	Work6a	Work6b	Work7a	Work7b	Work7c	Work8a	Work8b
−	Instructor, Joe *	Pass	Pass	Pass	Pass	Pass	Pass								

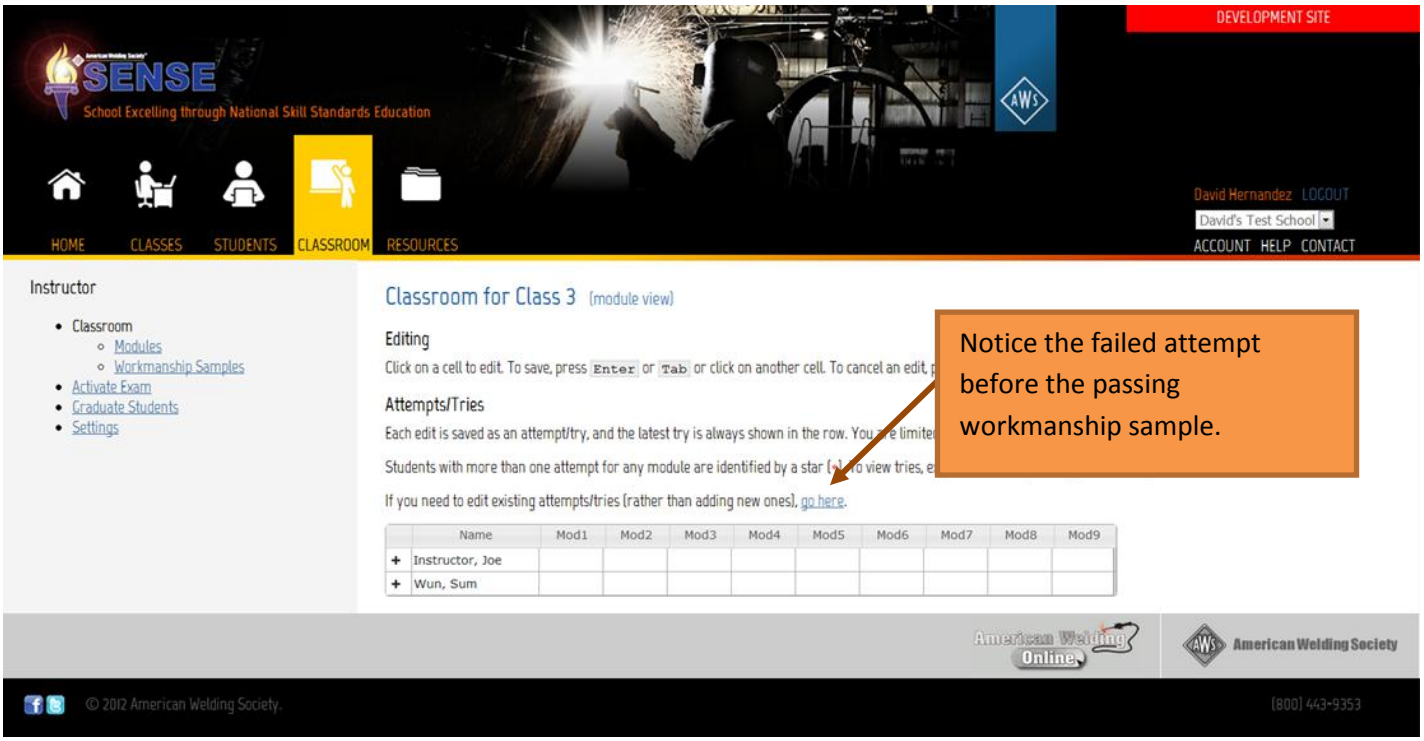
Module	Try #	Grade
work4a	1	Pass
work4b	1	Pass
work4c	1	Pass
work4d	1	Pass
work4e	1	Pass
work5a	1	Fail
work5a	2	Pass

+	Wun, Sum	Pass													

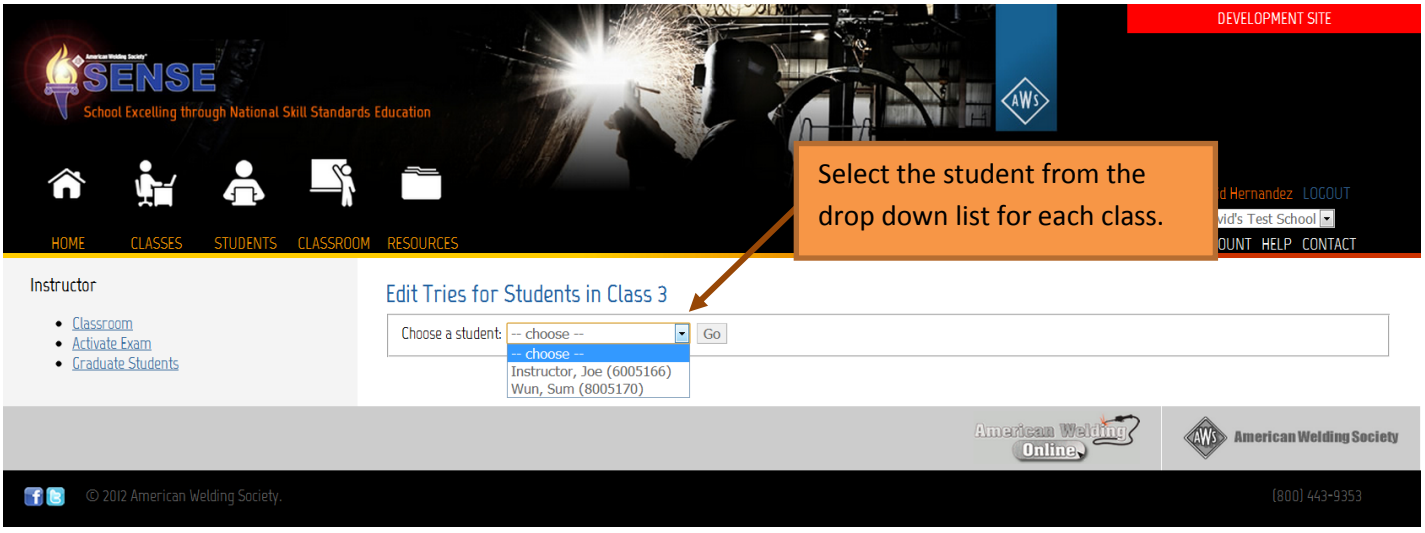
7) Each time a workmanship sample is entered into the system, it is registered under the student.
8) If a student fails an initial attempt, but passes a subsequent sample, then the instructor simply needs to change the pass to fail. The failed attempt will be registered to the student as seen above.

How do I Editing Existing Module Scores or Workmanship Samples?

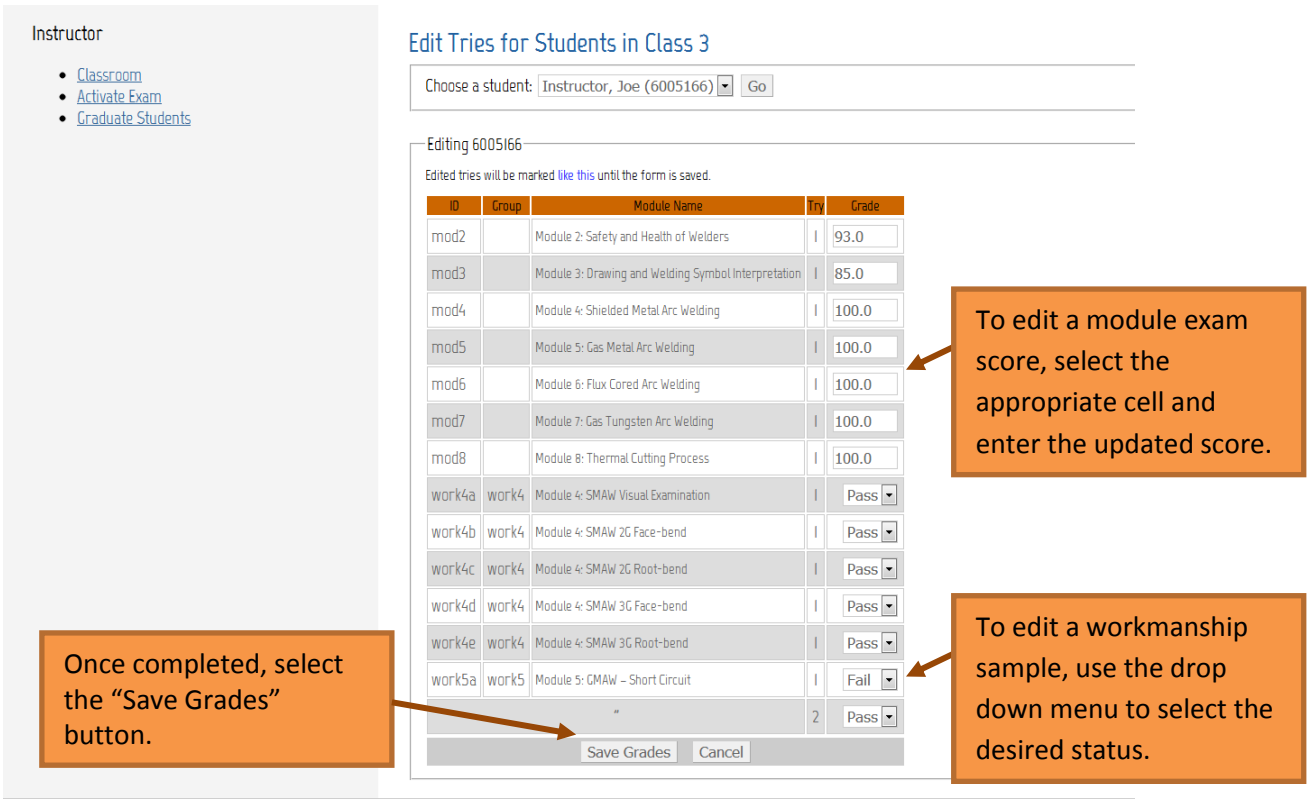
1) Select the appropriate class through the classroom tab.
2) Select the "Edit Existing Attempts" link identified below.



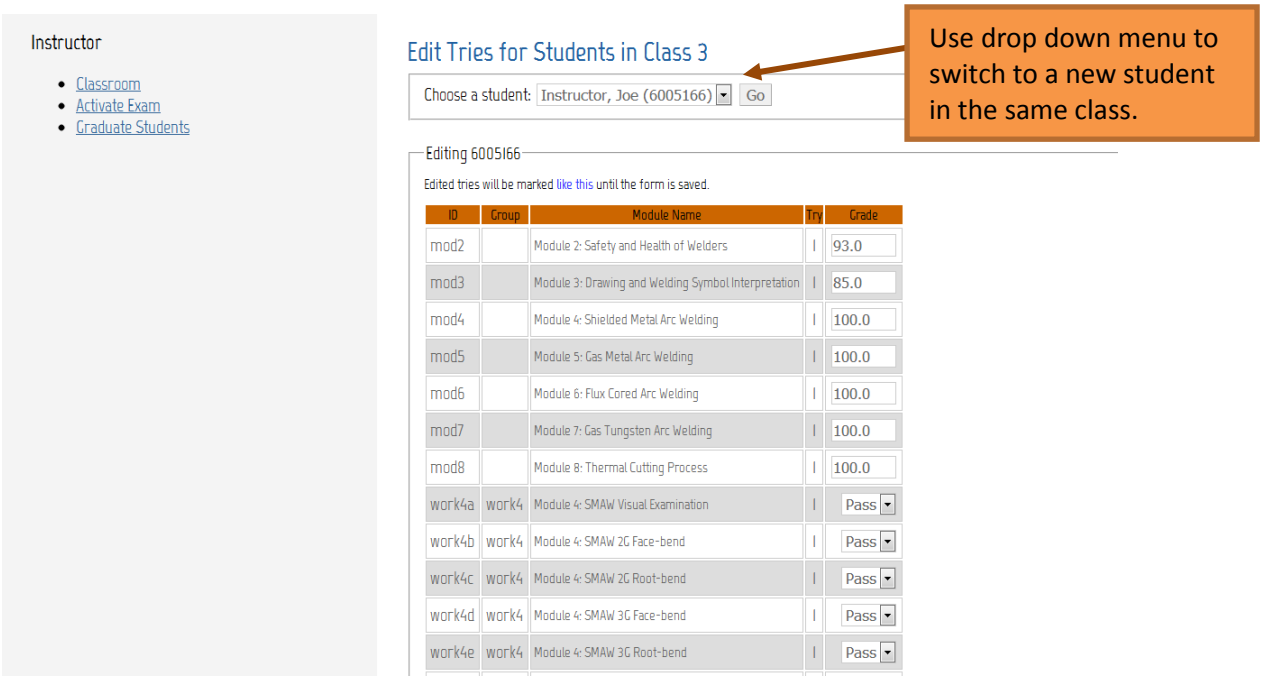
3) Select the student from the appropriate class.



4) Selecting a student opens a list of all of their scores and workmanship samples.

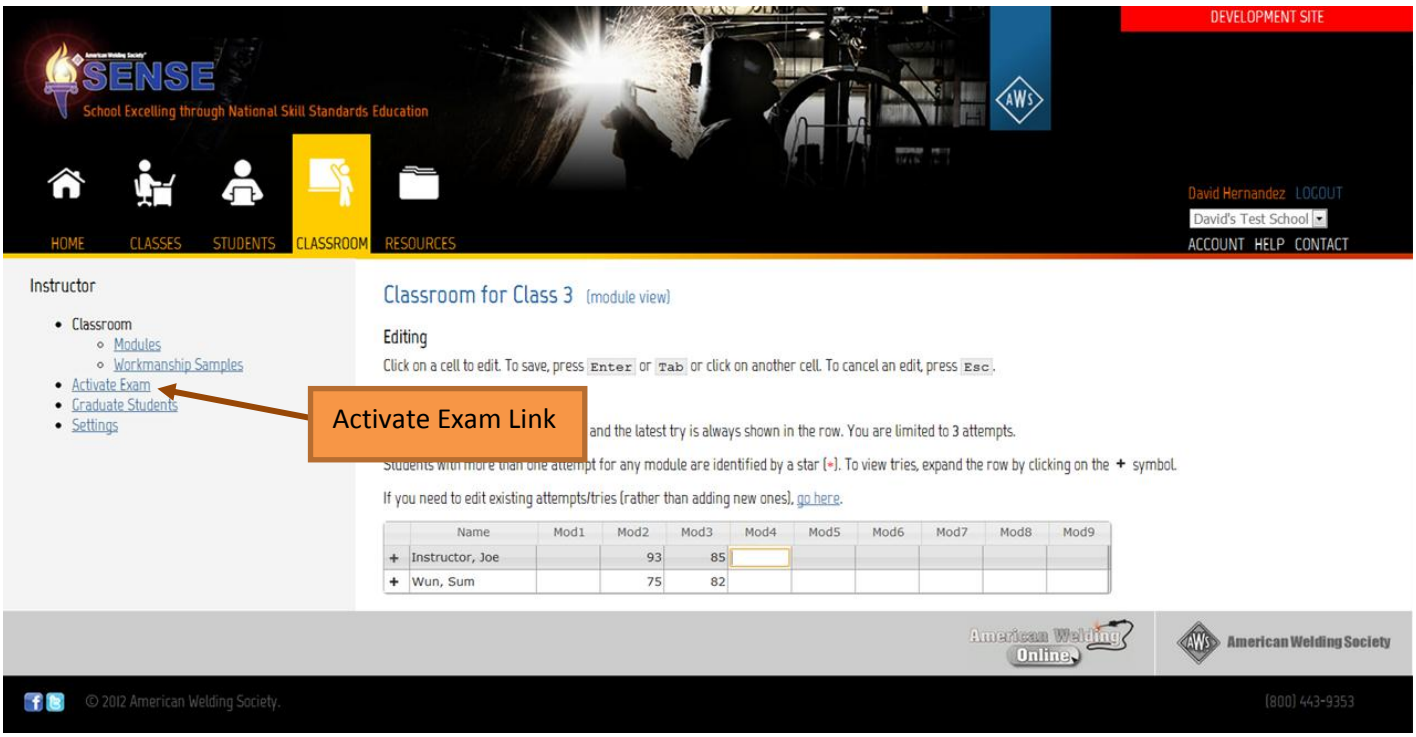

Instructor
Classroom
Activate Exam
Graduate Students
Edit Tries for Students in Class 3
Choose a student: Instructor, Joe (6005166) Go
Editing 6005166
Edited tries will be marked like this until the form is saved.
ID Group Module Name Try Grade
mod2 Module 2: Safety and Health of Welders 1 93.0
mod3 Module 3: Drawing and Welding Symbol Interpretation 1 85.0
mod4 Module 4: Shielded Metal Arc Welding 1 100.0
mod5 Module 5: Gas Metal Arc Welding 1 100.0
mod6 Module 6: Flux Cored Arc Welding 1 100.0
mod7 Module 7: Gas Tungsten Arc Welding 1 100.0
mod8 Module 8: Thermal Cutting Process 1 100.0
work4a work4 Module 4: SMAW Visual Examination 1 Pass
work4b work4 Module 4: SMAW 2G Face-bend 1 Pass
work4c work4 Module 4: SMAW 2G Root-bend 1 Pass
work4d work4 Module 4: SMAW 3G Face-bend 1 Pass
work4e work4 Module 4: SMAW 3G Root-bend 1 Pass
work5a work5 Module 5: GMAW – Short Circuit 1 Fail
" 2 Pass
Save Grades Cancel
To edit a module exam score, select the appropriate cell and enter the updated score.
To edit a workmanship sample, use the drop down menu to select the desired status.
Once completed, select the "Save Grades" button.

5) To edit module grade, select the appropriate cell, delete the current score, and enter the updated score. To update workmanship samples, use the drop down menu to select the desired status.
6) Once completed, select the "Save Grades" button.
7) If you would like to update the scores or workmanship status of another student, use the drop down menu at the top of the screen to select the desired student from the class list.


Instructor
Classroom
Activate Exam
Graduate Students
Edit Tries for Students in Class 3
Choose a student: Instructor, Joe (6005166) Go
Use drop down menu to switch to a new student in the same class.
Editing 6005166
Edited tries will be marked like this until the form is saved.
ID Group Module Name Try Grade
mod2 Module 2: Safety and Health of Welders 1 93.0
mod3 Module 3: Drawing and Welding Symbol Interpretation 1 85.0
mod4 Module 4: Shielded Metal Arc Welding 1 100.0
mod5 Module 5: Gas Metal Arc Welding 1 100.0
mod6 Module 6: Flux Cored Arc Welding 1 100.0
mod7 Module 7: Gas Tungsten Arc Welding 1 100.0
mod8 Module 8: Thermal Cutting Process 1 100.0
work4a work4 Module 4: SMAW Visual Examination 1 Pass
work4b work4 Module 4: SMAW 2G Face-bend 1 Pass
work4c work4 Module 4: SMAW 2G Root-bend 1 Pass
work4d work4 Module 4: SMAW 3G Face-bend 1 Pass
work4e work4 Module 4: SMAW 3G Root-bend 1 Pass

How do I Activate a Module Exam?

1) The SENSE Online system provides students with the opportunity to take the SENSE module exams online. Online exams are scored and student records are updated automatically. Students do not automatically have access to the SENSE module exams, allowing instructors to have control over when students are granted access to take the exams.
2) In order to activate an exam, enter a class through the classroom tab.
3) Select the “Activate Exam” link in the left menu bar.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CLASSROOM
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ACCOUNT HELP CONTACT
Instructor
Classroom
Modules
Workmanship Samples
Activate Exam
Graduate Students
Settings
Activate Exam Link
Classroom for Class 3 (module view)
Editing
Click on a cell to edit. To save, press Enter or Tab or click on another cell. To cancel an edit, press Esc.
and the latest try is always shown in the row. You are limited to 3 attempts.
Students with more than one attempt for any module are identified by a star (*). To view tries, expand the row by clicking on the + symbol.
If you need to edit existing attempts/tries (rather than adding new ones), go here.
Name Mod1 Mod2 Mod3 Mod4 Mod5 Mod6 Mod7 Mod8 Mod9
+ Instructor, Joe 93 85
+ Wun, Sum 75 82
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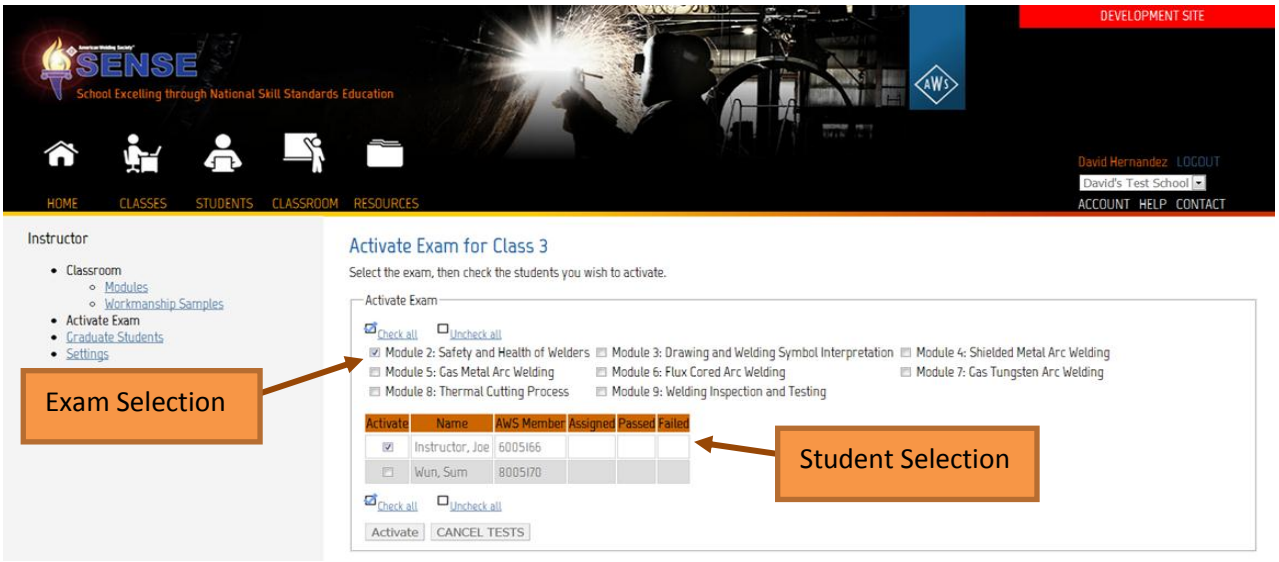
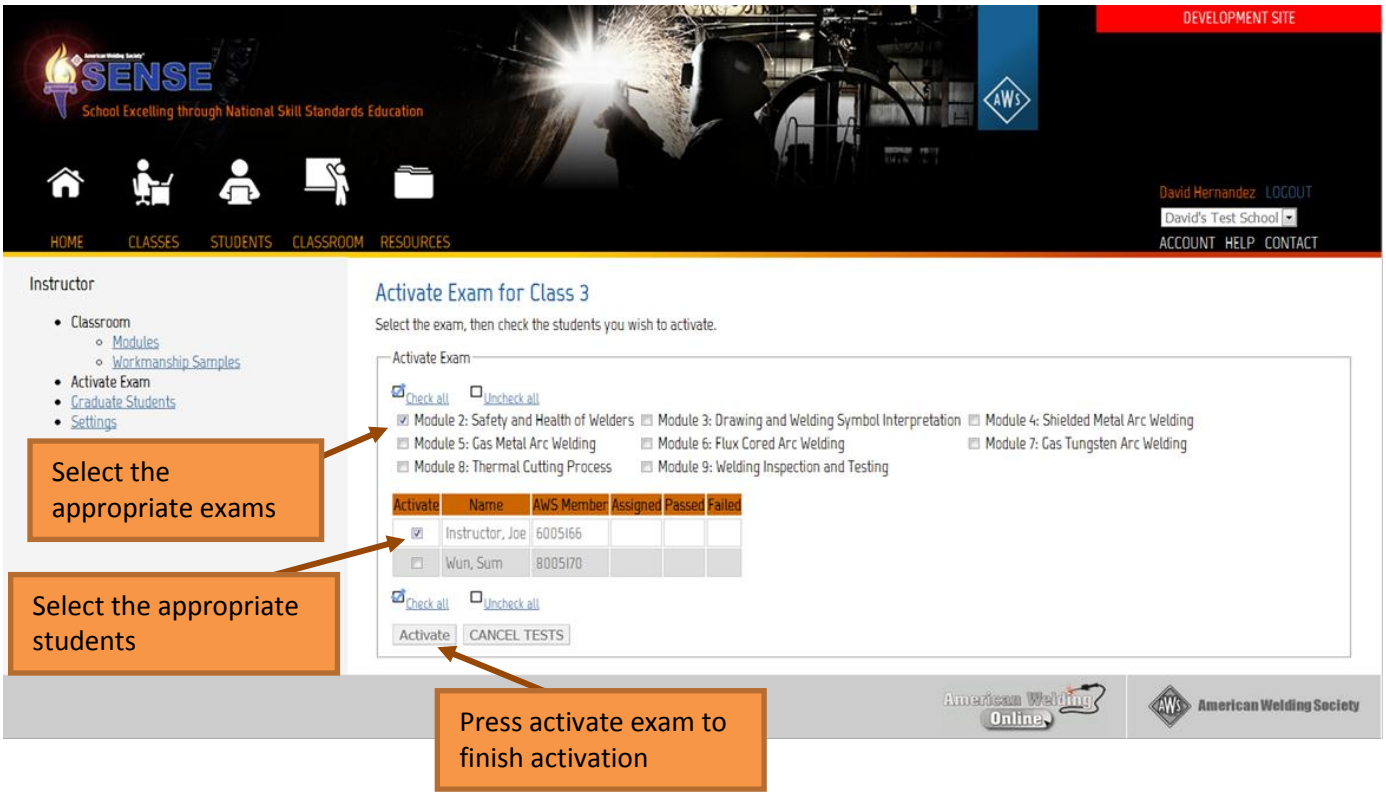
4) The Activate Exam menu is divided into two parts, the exam selection area and the student selection area.
5) To activate an exam, first place a check mark next to the exam or exams you want to activate. After selecting the exam(s), select the student or students to activate the exam for.
6) Press the “Activate” button.

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David's Test School
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Instructor
Classroom
Modules
Workmanship Samples
Activate Exam
Graduate Students
Settings
Activate Exam for Class 3
Select the exam, then check the students you wish to activate.
Activate Exam
Check all Uncheck all
Module 2: Safety and Health of Welders
Module 3: Drawing and Welding Symbol Interpretation
Module 4: Shielded Metal Arc Welding
Module 5: Gas Metal Arc Welding
Module 6: Flux Cored Arc Welding
Module 7: Gas Tungsten Arc Welding
Module 8: Thermal Cutting Process
Module 9: Welding Inspection and Testing
Activate Name AWS Member Assigned Passed Failed
Instructor, Joe 6005166
Wun, Sum 8005170
Check all Uncheck all
Activate CANCEL TESTS
Select the appropriate exams
Select the appropriate students
Press activate exam to finish activation
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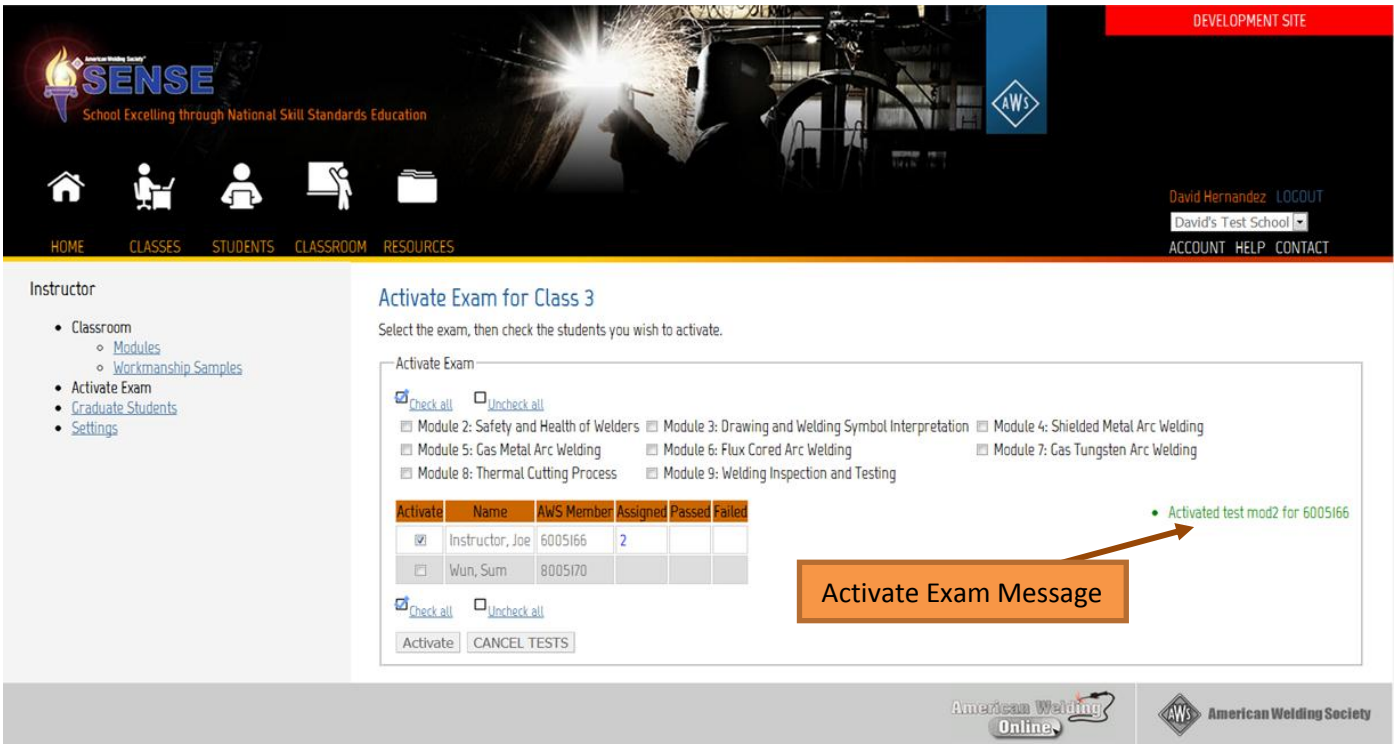
7) A message will appear on the right of the screen to confirm the activation.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Instructor
Classroom
Modules
Workmanship Samples
Activate Exam
Graduate Students
Settings
Activate Exam for Class 3
Select the exam, then check the students you wish to activate.
Activate Exam
Check all Uncheck all
Module 2: Safety and Health of Welders
Module 3: Drawing and Welding Symbol Interpretation
Module 4: Shielded Metal Arc Welding
Module 5: Gas Metal Arc Welding
Module 6: Flux Cored Arc Welding
Module 7: Gas Tungsten Arc Welding
Module 8: Thermal Cutting Process
Module 9: Welding Inspection and Testing
Activate Name AWS Member Assigned Passed Failed
Instructor, Joe 6005166 2
Wun, Sum 8005170
Activated test mod2 for 6005166
Check all Uncheck all
Activate CANCEL TESTS
Activate Exam Message
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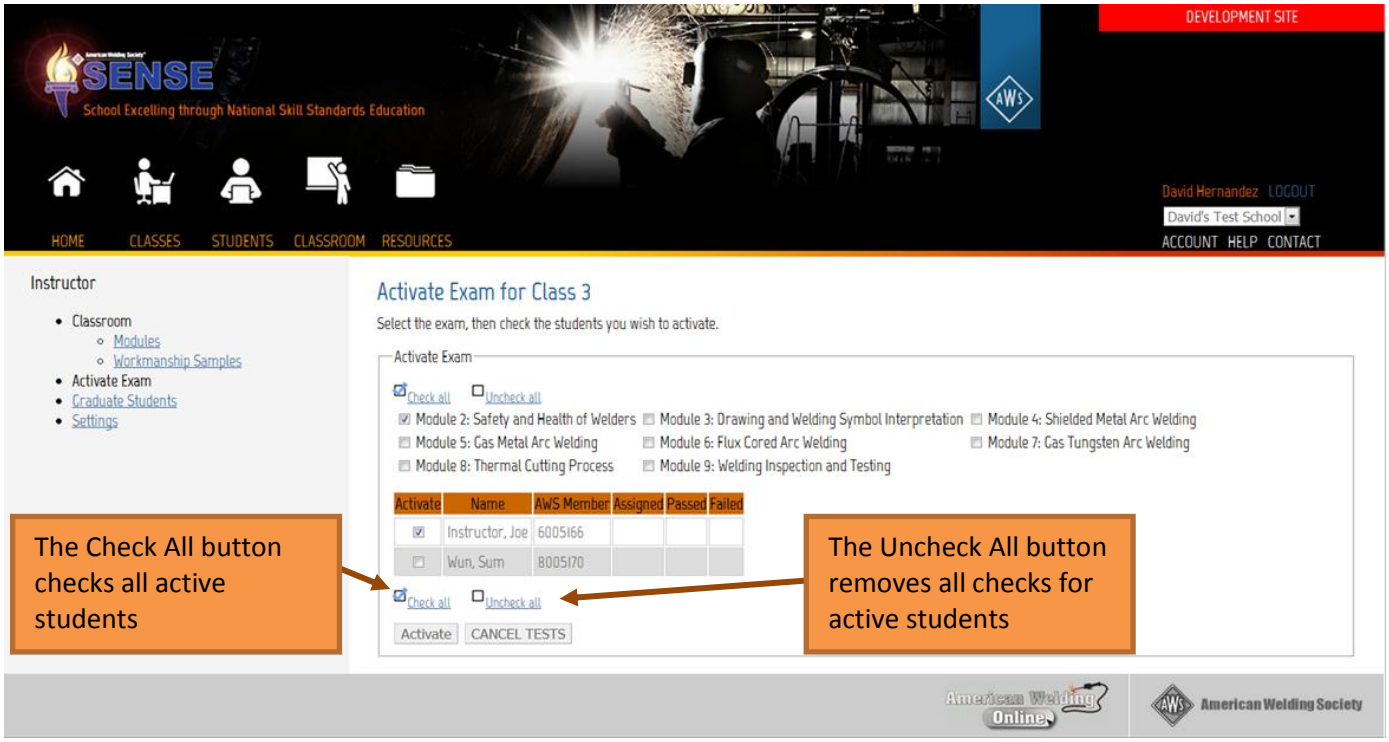
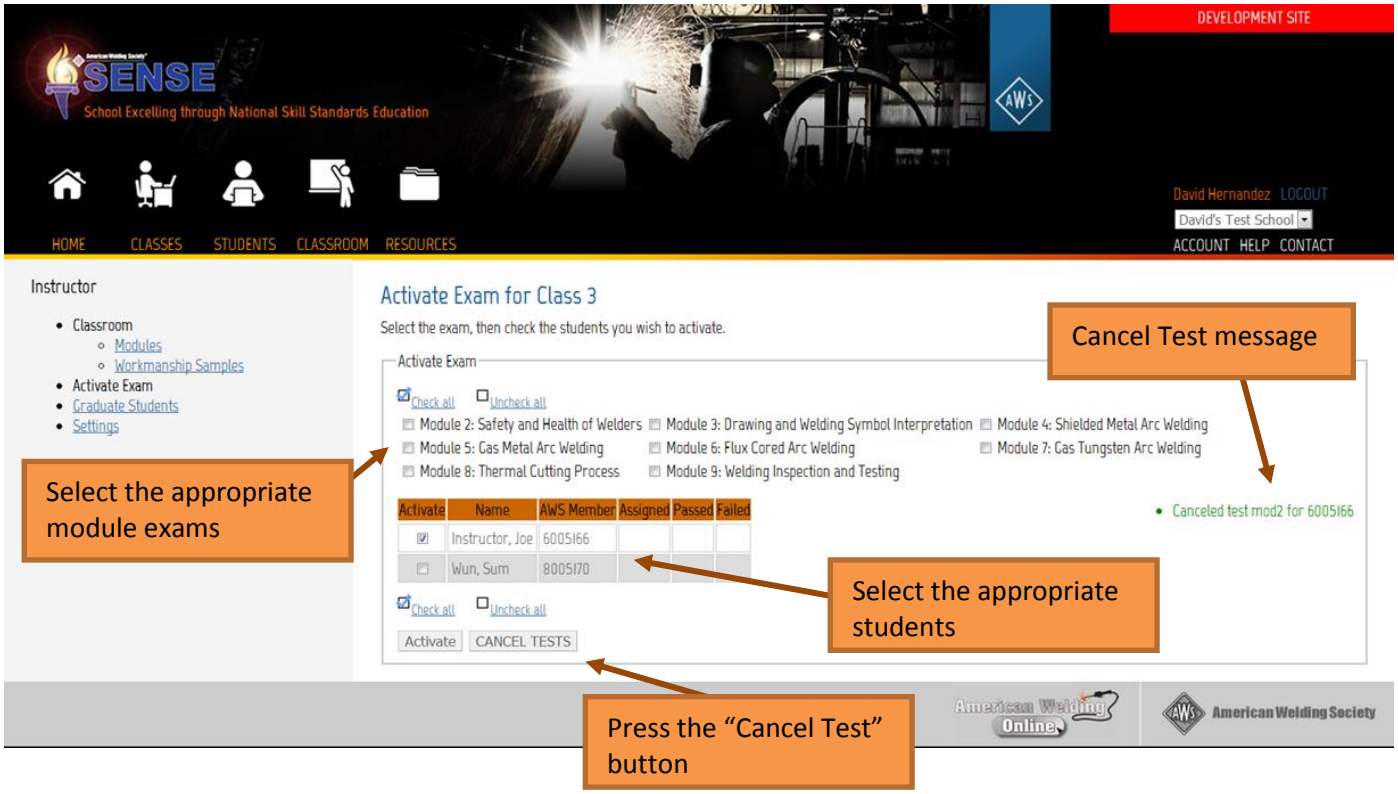
8) In order to activate an exam for a group of students, select the check all button under the list of active students for the class. The uncheck all button will undo all checks.

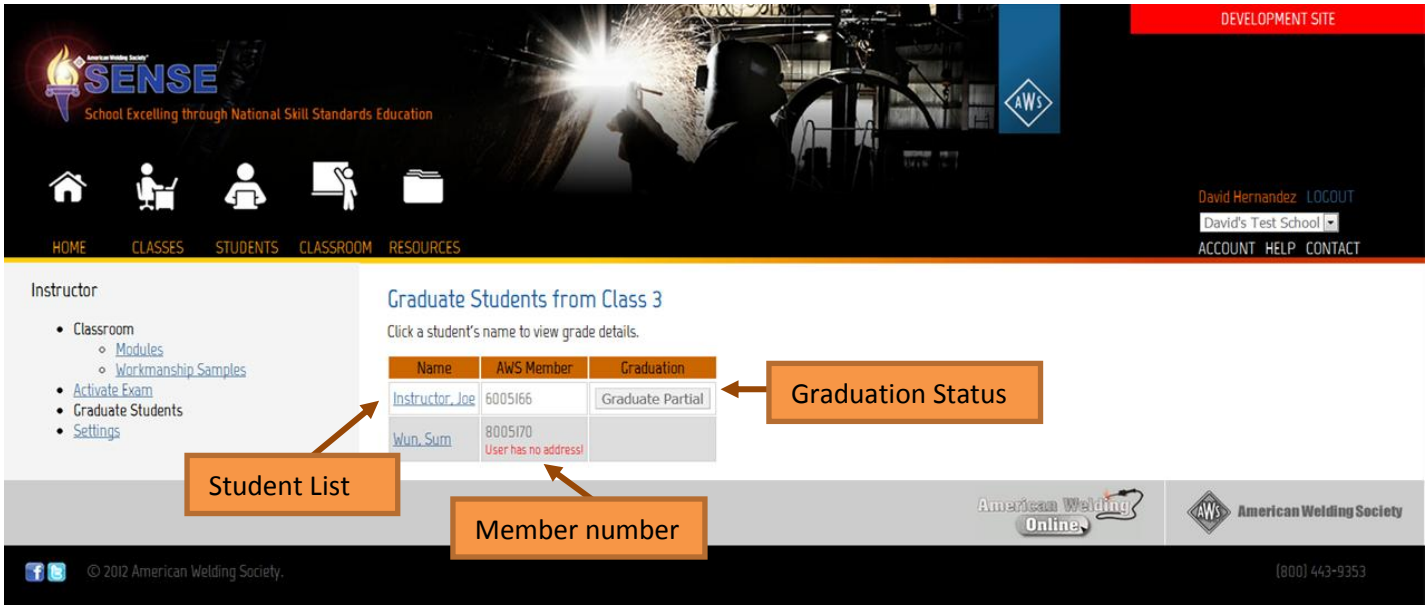


9) To cancel an exam that has already been activated, select the module test or test you want to cancel and the student(s). Select the "Cancel Test" button. A message will appear to confirm the cancelation.

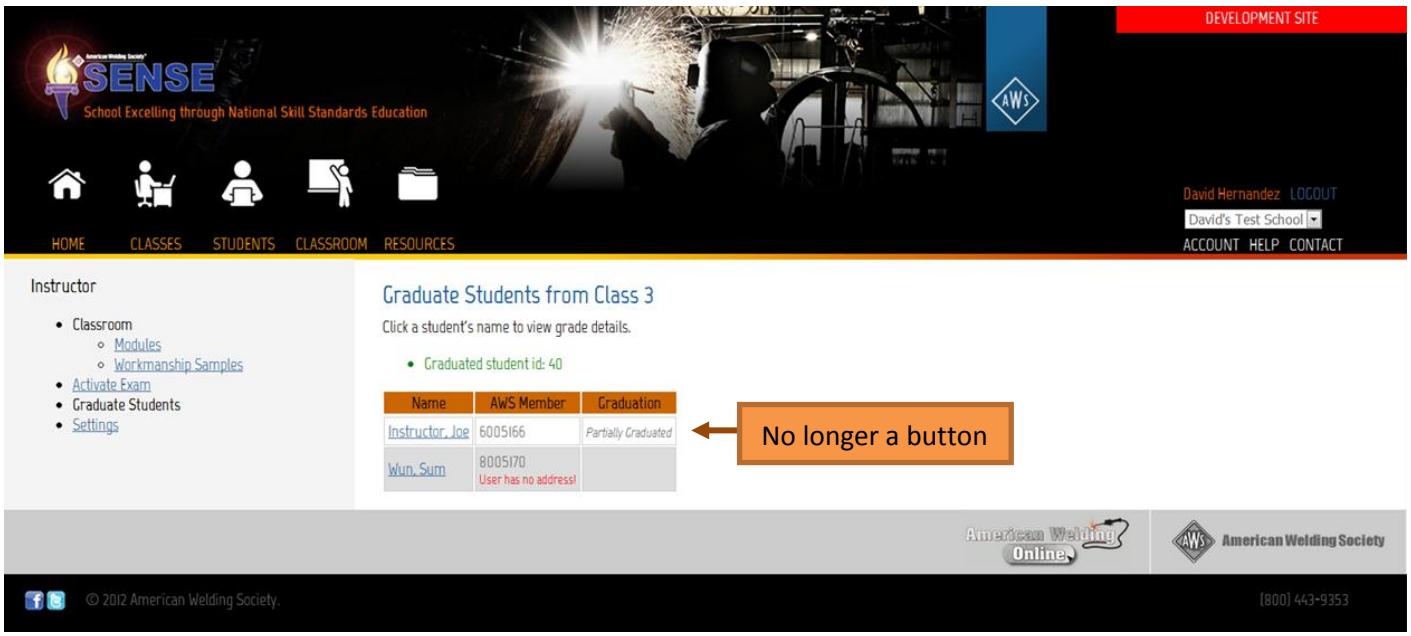


How do I Graduate a Student?

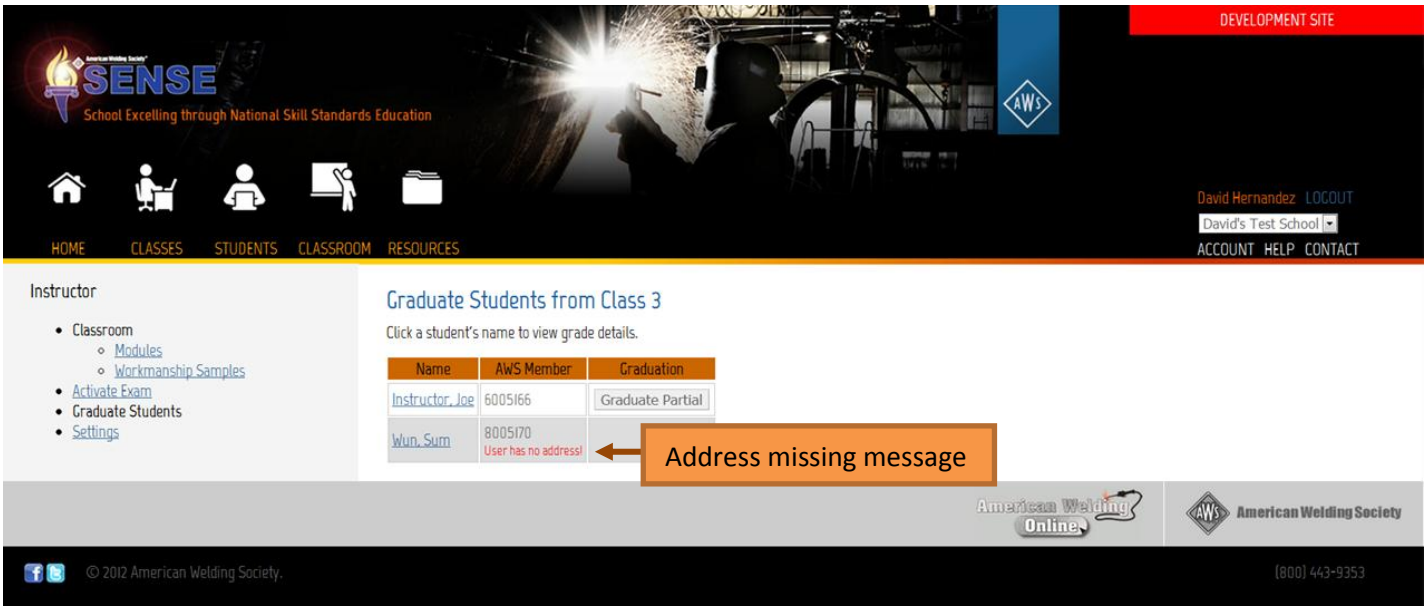
1) In order to graduate a student from the SENSE program, select the “Classroom” tab then enter the desired class, bringing up a list of all students in the class.
2) The list of students also provides the student’s AWS member number and graduations status. The graduation status of a student is only active, once all the requirements for that type of graduation have been met.



3) Once a student has been graduated from the SENSE program, a message will appear confirming the action and the graduation status will be faded out.



4) Students must have a valid address in the system in order to graduate. If a student does not have an address on file, a message will appear in the graduation screen. The instructor would need to edit the student’s information to include an address before graduating the student.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Modules
Workmanship Samples
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Graduate Students
Settings
Graduate Students from Class 3
Click a student's name to view grade details.
Name
AWS Member
Graduation
Instructor, Joe
6005166
Graduate Partial
Wun, Sum
8005170
User has no address!
Address missing message
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